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CHARGES AND ORDERS

FOR THE SEVERAL

OFFICERS

OF

CHRIST'S-HOSPITAL:

REVISED BY THE

COMMITTEE OF ALMONERS

AT SEVERAL MEETINGS;

And approved and confirmed by

GENERAL COURTS

Held in the ſaid Hoſpital on MONDAY the 29th Day of NOVEMBER, 1784; and on FRIDAY the 11th Day of FEBRUARY, 1785.

A ſecond EDITION, including various ALTERATIONS and ADDITIONS to NOVEMBER, 1794.

LONDON:

Printed by ANN RIVINGTON, for the HOSPITAL.

1797.

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CHARGES

AND

ORDERS.

The PRESIDENT'S CHARGE.

WHEREAS the Preſident of every ſeveral Hoſpital is chief Ruler and Governor of the Houſe whereunto he is choſen; the Preſident's Authority of this Hoſpital ſhall be from Time to Time, at his Pleaſure, and as to him ſhall ſeem good, to cauſe the Governors to be called together to a full Court. But in Caſe of Indiſpoſition of Body, or Abſence of the ſaid Preſident, it ſhall be lawful for the Treaſurer, by the Direction of a Committee of Almoners, or any five of them, to cauſe a full Court to be called, of all the Governors, to determine all Matters for the Hoſpital.

The CHARGE *of a* GOVERNOR *to be taken in a* FULL COURT.

Worſhipful Sir,

AGREEABLE to very ancient and laudable Cuſtom, you will be pleaſed to take Notice, in the Preſence of this Right Worſhipful Court, that, at ſeveral Meetings of the Governors, you have been nominated, approved, and appointed a Governor of *Chriſt's-Hoſpital*: And

You are earneſtly required and confidentially expected faithfully and diligently to act in that Station, which is of the higheſt Importance, and of great Truſt; inaſmuch as you are called to be one of the Diſtributors of the Goods of Almighty God to a very numerous Body of helpleſs Children, and to many other neceſſitous Perſons: In which Office, if you ſhall be found negligent, you will not only declare yourſelf a moſt unworthy Servant of Almighty God, but alſo a very great Enemy to that Work, which doth moſt highly advance and adorn the Commonwealth, and chiefly the City of *London*.

And you are therefore ſolemnly required to promiſe before this Aſſembly, faithfully to labour in your Office of a Governor; that this Work may have its Perfection, and that the Number of helpleſs Infants committed to your

Care may be carefully kept, diligently attended and inſtructed, and wholeſomely provided for; and, promiſing to do this, you are now admitted a Member of this Court.

The TREASURER's CHARGE.

YOUR Office and Charge is to receive and pay all ſuch Sums of Money as by any Means ſhall appertain or belong to the relieving and comforting of the poor Children in this Houſe; and you ſhall cauſe a fair Account to be kept thereof in one or more Book or Books, which ſhall be inſpected by the Auditors at their Pleaſure, and ſhall produce the Money, appearing thereby to be in Caſh, to them as they ſhall require the ſame; and you ſhall cauſe a true and juſt Account to be made of what ſhall be received and paid every Year, and the Year's Account ſhall determine about the End of *December* yearly; and on or before the tenth Day of *February* in every Year, you ſhall cauſe the ſaid Account to be made up in Writing, and deliver the ſame, ſigned by you, to the Auditors appointed for that Purpoſe, to be audited; who, upon Approbation thereof, ſhall ſign the ſame; and the Money due upon the Foot of the ſaid Account, which ſhall be found in your Hands, you ſhall produce unto the Auditors of the ſame Account. And whereas the Receiver of this Hoſpital, to the Intent you ſhall be leſs troubled, is appointed to receive and pay Money by your Order, you ſhall for your better Security therein once every Week, that is to ſay, every *Saturday*, cauſe him to make up his Account;

count; which you ſhall then examine and ſign; and what Money ſhall appear to be in the ſaid Receiver's Hands, upon the Audit of his Account, you ſhall take into your Cuſtody, excepting the Sum of £100, or any other Sum not exceeding £1000, which you ſhall leave in his Hands to defray neceſſary Expences by your Appointment; and although it is intended and directed that this Account ſhall be made up once a Week, it ſhall be lawful for you at any Time, when you ſhall think proper, to cauſe the ſaid Account to be ſtated. And further as you ſhall receive the Overplus of Money from him, ſo ſhall you, if apparent Need require, deliver ſuch competent Sum or Sums of Money to the Receiver, as you ſhall think meet, and the Exigencies of the Houſe ſhall require. You ſhall, at your firſt Entrance into your Office, or within one Month after at the fartheſt, receive into your Hands from the Clerk of this Hoſpital, an Inventory of all, and all Manner of Goods belonging to this Houſe, as well in the Hands of the Clerk of the Wardrobe, as of any other Officers charged in this Houſe, and the ſame ſhall be indented, the one Part thereof to remain in your Cuſtody, and the other in the Cuſtody of the Perſon charged; and at the Year's End you ſhall peruſe the Inventory of the ſaid Goods, and if it ſhall happen any Officer charged ſhall depart from his ſaid Office in your Time, you ſhall ſee the Goods which were committed to him or her, by Inventory, de-

livered into the Cuſtody of the new Officer; and if it ſhall happen that any Part or Parcel thereof ſhall be wanting, which in Conſcience ought to be anſwered, you ſhall cauſe the Party ſo going away to pay for the ſame if he cannot give you an Account to your Satisfaction, otherwiſe to lay the ſame before a Court, that Order may be taken therein. You have alſo Authority to call before you all ſuch Perſons or Officers as have the Collection or gathering of any Sum or Sums of Money due to this Houſe, and to demand an Account of their Doings: And all the Officers in this Houſe, as well Men as Women, whatſoever, not behaving themſelves faithfully and diligently in their Offices, if any ſuch Thing ſhall happen, you ſhall call before you, and admoniſh them for the firſt or ſecond Time at the moſt; but if the Offence be very grievous, and tend to the Hindrance of the Houſe, then the Matter ſhall be brought before the Court, and the Parties thereunto anſwer and abide ſuch Order as ſhall be made in that Behalf. You ſhall not make Payment of any Sum or Sums of Money for any Manner of Proviſions, Work done, or Goods delivered for the Hoſpital, before the Bills be examined, condeſcended to, and ſigned by three Governors, Members of the Committee; except it be for Nurſing of Children, ordinary Penſions, Wages, and Fees, Coals, and ſuch Goods as are bought by wholeſale by your Direction, and on Payment of which a Diſcount is allowed. Further, you, with two

of

of the Almoners, ſhall give Order for, or provide all Neceſſaries for the Children of this Hoſpital; that is to ſay, all Linen and Woollen, Shoes, Stockings, Caps, Girdles, Books, Bread, Meat, Beer, Butter, Cheeſe, Milk, Coals, *&c.* and you ſhall ſee that the ſaid Proviſions ſhall be bought in due Time, and at reaſonable Prices; and you ſhall uſe your utmoſt Endeavour that the ſeveral Orders of the Court now in force, and which ſhall be hereafter made, be put in due Execution; and in particular you ſhall take Care for the Summoning of the ſeveral Committees; wherein you are to preſide in the Abſence of the Preſident. And laſtly, if any withdrawing of the Sums granted to the Maintenance of this Houſe ſhall at any Time appear unto you, by Reaſon whereof any Damage or Prejudice may ariſe to this Houſe, you ſhall give Knowledge thereof in due Time to the Court.

This is your Charge which you are deſired to obſerve, and your Labour and Pains herein ſhall be rewarded at the Hands of Almighty God, whom you chiefly ſerve in this Office: For, as the Apoſtle ſaith, Godlineſs ſhall have its perfect Reward, not only in this World, but in the World to come.

The

The CHARGE *of a* COMMITTEE GOVERNOR. *

WHEREAS you have been ſelected from the great Body of Governors, and appointed, by the General Court, to be a Member of the Committee for the better directing and carrying on the numerous, various, and important Concerns of *Chriſt's-Hoſpital:* and have kindly taken the ſaid Office upon you, of your own free Will, and from a pure Deſire to ſerve and promote the Welfare of ſo excellent an Inſtitution: It is earneſtly hoped, and confidentially expected, that you will conſider this Charge as containing Duties, which it is incumbent on you, at all convenient Times, to perform.

To attend in the Hoſpital at all Committees, when you ſhall be ſummoned by the Direction of the Preſident, the Treaſurer, or any five Members of the Committee; and eſpecially at thoſe which are appointed to be held in every Month, uſual Holidays excepted, and thoſe which are to be held within ſix Weeks after every *Lady-Day* and *Michaelmas-Day*; and to take Notice at ſuch Meetings whether the Clerk has entered the Proceedings and Reſolutions of the former Committees, agreeable to the Senſe and Intention of the Governors; and, if not, to ſee that every Omiſſion be inſerted, and every Miſtake rectified, in due Time.

As an AUDITOR.

TO make ſuitable Enquiry reſpecting the Fitneſs of every Gentleman nominated to be a Governor of this Houſe, whoſe Qualifications ſhall be referred to your Conſideration by the General Court, and give your Suffrage with Impartiality accordingly.

And to inſpect the Accounts of the Hoſpital occaſionally; and, more particularly, the annual General-Account; and ſee that the whole be openly, fairly, and fully ſtated, as uſual, by one of the Clerks; and that a true Report be made, from Time to Time, to the Court, of the State and Condition of the Hoſpital.

As a RENTOR.

TO give Attendance upon all Views, when ſummoned; to aſſiſt the Treaſurer and other Governors preſent with your beſt Judgment as to the Value of any Houſes or Eſtates belonging to the Hoſpital; and in making a true Report to the Committee at their next Meeting, of the State and Condition of ſuch Houſes and Eſtates.

To aſſiſt, with your utmoſt Diſcretion, in letting any of the ſame Houſes and Eſtates at Will, or in granting Leaſes thereof; having Regard

gard to the Reſponſibility of Perſons who offer to become Tenants; and taking Care that ſuch as make Contracts to do the neceſſary ſubſtantial Repairs, perform the ſame in due Time; and, if at any Time it ſhall be found expedient that the Repairs of any Houſe or Eſtate, ſhould be done at the Charge of the Hoſpital, to give ſuch Directions as that the ſame Repairs may be done according to Order of Court: for which Purpoſes a Book ſhall be laid before every Committee, containing an Account of all Repairs to be done under Contract or Agreement, from Time to Time, at any of the Hoſpital's Buildings or Eſtates; the Money to be expended therein; and the Time in which ſuch Repairs are to be completed.

To be careful that none of the Hoſpital's Leaſes are aſſigned to Paupers, or other improper Perſons; and that no Encroachment be made on any Part of the Hoſpital's Eſtates.

As an ALMONER.

TO examine ſtrictly into the Qualifications of all ſuch Children as are preſented for Admiſſion, and are referred to the Almoners for that Purpoſe by the General Court; and to take eſpecial Care that none be admitted contrary to the Regulations from Time to Time in force reſpecting the Admiſſion of Children; and, moreover, that no Child be received into the Hoſpital

pital on any Account, or under any Preſentation whatſoever, who was not born in lawful Wedlock; nor any who are improper Objects of a charitable Inſtitution, from the Condition or good Circumſtances of their Parents.

To examine from Time to Time into the State of the Houſe, in Town and Country; and particularly as to the Number of Children; and uſe your Endeavours that only ſo many may be admitted as can be comfortably ſupported by the certain Revenues of the Hoſpital; and no more than may be commodiouſly lodged, at the Rate of two in a Bed, either in Town or Country.

To attend the Viſitations of the ſeveral Schools at the uſual ſtated Periods, to be ſatisfied from your own Obſervation, and from the Reports of the Gentlemen who kindly aſſiſt in the Examination of the Children, that the ſeveral Maſters perform the Duties preſcribed in their ſeveral Charges; and to obſerve the general Behaviour of the Children at all convenient Times, that you may be enabled to judge whether the Officers, who are entruſted with the Care of them out of School-Hours, perform the Duties in like Manner preſcribed to them.

To attend the Viſitations of the Schools in the Country, to the ſame Intent, when ſummoned by the Treaſurer for that Purpoſe; and to viſit them at any other Time when you ſhall think fit.

To aſſiſt the Treaſurer, when called upon, in contracting for Meat, or any other Proviſions; in

in buying Materials for Apparel, Bedding, &c. and in giving Directions for any material Repairs to be done within the Hoſpital, in Town or Country, or to any Part of the Hoſpital Eſtates which are not to be repaired under a Contract or an Order of Court.

To attend the half-yearly Committee before-mentioned for the Inſpection of the Bills and Vouchers delivered for Proviſions, Apparel, and other Goods, Repairs, and Diſburſements; and to ſign ſuch of them as ſhall fall under your immediate Inſpection, with two other Members of the Committee, if you ſhall approve the ſame; as a Warrant to the Treaſurer for Payment thereof: as no Bills are to be paid without ſuch Warrant, except they be for Nurſing of Children, Bread, Meat, Coals, Linen, Shoes, and ſuch other Proviſions and Goods as are contracted for by the Committee at ſtated Prices, or are bought by wholeſale by the Direction of the Treaſurer; concerning which Bills every Governor may be fully ſatisfied at any Time upon Enquiry.

To viſit the Great Hall in the Hoſpital, occaſionally, at any of the Hours of Refreſhment, and ſee that the Proviſions are good and wholeſome, and cleanly and properly dreſſed; agreeable to the good Prices paid, and the ample Allowances made by the Governors for thoſe Purpoſes. — With Regard to the Proviſions, the Dreſſing, and the Quantity for each Child in the Country, much Dependence muſt be had upon the Fidelity of ſome reſident Officer; and

there-

therefore, the Reading and Writing Maſter at *Hertford* is enjoined this Duty, eſpecially, in his Charge.

In like Manner to viſit any of the Wards in the Houſe, at your Pleaſure; to ſee the Bedding and all other Neceſſaries in the Department of the Wardrobe-keeper, are timely and properly ſupplied by him; and that the Nurſes and all other Perſons concerned, do their Duty as to the decent and cleanly keeping of the ſame, and the Childrens' Wearing Apparel. In this Duty, alſo, much Confidence muſt be repoſed in the Maſter at *Hertford*, to the Performance of which, he is alſo bound by his Charge.

To aſſiſt, with Benevolence and Impartiality, in the Diſtribution of ſuch Penſions and other Gifts as are, or ſhall be, in the Diſpoſal of the Almoners: always preferring, with your beſt Diſcernment, the moſt fit and deſerving Objects of ſuch Bounties.

And to propoſe, to a full Committee, any Regulation by which the Comfort and Welfare of the Children may be promoted; and to advance the Credit and general Good of this Royal, extenſive, and moſt uſeful Inſtitution by every Means in your Power.

And doing theſe Things your Example will be worthily admired and imitated; and you will aſſuredly receive the full Reward of your Labours at the Hand of Almighty God.

The PHYSICIAN's CHARGE.

YOUR Charge is from Time to Time to give your beſt Judgment, and to adminiſter good and wholeſome Counſel for the Preſervation of the Children and Officers reſident in this Houſe; and when any of the ſaid Children or Officers are ſick, you ſhall not fail, upon Notice given you thereof, to viſit them, and to order fit Medicines and Remedies as the Nature of any of their Diſeaſes ſhall require.

And this you ſhall faithfully do without any other Reward or Fee than your yearly Salary.

The SURGEON's CHARGE.

YOUR Charge is to viſit the poor Children in this Hoſpital, and as often as there ſhall be any Occaſion of Cure for you to do, you ſhall perform the ſame faithfully, and with all Expedition; and becauſe ſudden Accidents do many Times befal the poor Children, the which require your ſpeedy Help, you ſhall not fail in your own Perſon to come at leaſt once a Day.

You ſhall, upon Notice being given or left for you, conſtantly attend upon all Courts and Committees, and at other Times when Children are to be admitted, to examine them, and to take Care that none be admitted who have any infectious Diſtemper; or Diſeaſe or Infirmity which may be judged incurable; contrary to an Article in the Regulations for the Admiſſion of Children; and if any Child ſo diſtempered ſhall, after Admiſſion, come under your Notice, or within your Knowledge, you ſhall forthwith repreſent the Caſe of ſuch Child to a Committee of Almoners.

And this you are carefully to do without any other Fee or Reward than your yearly Salary.

The APOTHECARY's CHARGE.*

YOU are required conſtantly to reſide in the Apartment which is at preſent, or which ſhall hereafter be, aſſigned to you within this Hoſpital; and not to be abſent from the Hoſpital a whole Day, or one Night, without ſpecial Cauſe; and then not without Permiſſion by the Treaſurer, or a Committee of Almoners.

You ſhall provide, at the Charge of this Houſe, all ſuch Drugs and Medicines as the Phyſician ſhall think proper and expedient; and you ſhall take Care that no Part of the ſame Drugs or Medicines be waſted, or otherwiſe applied than for the Uſe and Benefit of the Children of this Houſe, and of the reſident Officers, their Families and Servants.

You ſhall attend regularly upon the Phyſician of this Houſe at all ſuch Times as he ſhall think proper to viſit the Children at the Sick-ward, or any of the reſident Officers of this Hoſpital, their Families, or Servants; and ſhall prepare, compound, and adminiſter, or deliver ſuch Medicines and Remedies as the Phyſician ſhall preſcribe for their Relief as ſoon as poſſible. And whereas the Governors have Confidence in your Judgment in preſcribing, as well as Skill in compounding of Medicines, you ſhall, in the Abſence of the Phyſician, diſpenſe ſuch Remedies

dies and Help as your beſt Judgment and Diſcretion ſhall approve; always ſubmitting all your Meaſures to the Inſpection of the Phyſician at the firſt Opportunity.

You ſhall take ſpecial Care that all the Drugs, Medicines, and other Articles delivered for the Uſe of this Houſe, in your Department, are of the beſt Kind; and that a moderate Charge only is made by thoſe who ſupply the ſame.

And whereas Retirement is neceſſary to Perſons afflicted with Diſeaſe, with reſpect to themſelves, and proper, with regard to others; and Confinement to certain Bounds is for many Reaſons conducive to the Preſervation of good Order amongſt the Children of this Houſe, you ſhall take ſpecial Care that the Gate leading from the Sick-ward Yard to *Grey-Friars* be kept, as heretofore, conſtantly ſhut; that ſick, lame, or otherwiſe diſeaſed Children may not get into the Streets, to their own Harm, and the Reproach of this Houſe, by a Way ſeldom viſited by the other reſident Officers; and if you, or any of your Family or Servants have Occaſion to paſs that Way, you ſhall take Care that the Gate be not left open.

And laſtly, as the Children of this Houſe, and the Officers, their Families, and Servants are very numerous, requiring your conſtant Attention, you are not to viſit any other Perſon, or tranſact any other Buſineſs as an Apothecary; but ſhall employ your whole Time and Judgment in the Preſervation of the Children

and reſident Officers, their Families and Servants.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform: And it is alſo earneſtly recommended to you to promote the Welfare of the Children of Chriſt's Hoſpital *by every other Means in your Power.*

The

The CHARGE *of the* NURSE *of the* SICK-WARD.*

THE Governors have repoſed greater Confidence in you than in any of their other Nurſes, inaſmuch as they have committed to your Care the weak, ſick, lame, and otherwiſe diſeaſed Children of this Houſe; and you are, therefore, hereby admoniſhed that much Vigilance and Diſcretion, and an equal Degree of Tenderneſs, muſt neceſſarily be exerted in the Diſcharge of the Duties of your Office.

You ſhall receive all ſuch Children of this Houſe as ſhall be brought to you by any of the Nurſes on Account of Sickneſs, Lameneſs, or any other Infirmity; and ſhall give them your beſt Aſſiſtance until you can receive the Direction of the Phyſician, Surgeon, or Apothecary, concerning them.

You ſhall conſtantly employ two Perſons to aſſiſt you in the Care of the Children, and in Houſhold Buſineſs, for which Purpoſe you receive an Allowance weekly; and you ſhall not engage any further Aſſiſtance at the Charge of this Houſe but upon very ſpecial Occaſions; and then not without the expreſs Direction of the Phyſician.

You ſhall not procure or make any Proviſion for the Children under your Care, different from that which is regularly provided by the Houſe,

unleſs you ſhall be ſpecially directed ſo to do by the Phyſician; and in ſuch Caſes you ſhall produce Vouchers for what you ſhall diſburſe in that way, if required.

You ſhall carefully adminiſter to the Children all the Medicines preſcribed by the Phyſician and Surgeon, or which ſhall be delivered to you by the Apothecary of this Houſe for that Purpoſe; and, when called upon, you ſhall be ready to acquaint the Phyſician, the Surgeon, or the Apothecary of the Effects of ſuch Medicines during their Abſence, as far as ſuch Effects can fall within your Obſervation.

You ſhall pay a due Regard to all ſuch Directions as ſhall at any Time be given to you by the Matron of this Hoſpital as to the cleanly keeping and Comfort of the Children; or by the Steward, as to the better Government of them; and you ſhall, Morning and Evening, when it can be done without diſturbing the Sick, or fatiguing the Weak, cauſe one of the Children to read a Chapter in the Bible, and that Part of the excellent Form of Prayer uſed in this Houſe, which is ſuited to the Time of the Day.

You ſhall not permit the Children to play at Cards, Dice, or any unlawful or hurtful Games; nor to wander about the Hoſpital or neighbouring Streets on any Account or Pretence; but ſhall keep them calm and quiet in your Ward, or in the Square adjoining; that the Amuſements which are fit for them may be taken under your frequent Obſervation; and to that End you ſhall

cauſe

cauſe the Gate, leading from the Sick-ward-Yard into *Grey Fryars*, to be kept conſtantly locked.

You are ſtrictly enjoined to ſummon before you the Children under your Care, and thoſe who take Phyſic, three Times every Day at the moſt uncertain Hours. You are then yourſelf in Perſon to call over their Names, and to deliver in Writing to the Steward, twice in the Week at leaſt, the Names of the Boys abſent at each call. Every Omiſſion will be conſidered as a Breach of a very material Part of your Duty.

You ſhall not be abſent from this Houſe, Day or Night, without the Permiſſion of the Treaſurer, and the Approbation of the Phyſician.

You ſhall keep a Book, in which you ſhall enter the Names of ſuch Children as come under your Care, and the Times of their coming to, and leaving the Sick-ward; and alſo what their Diſorders are, as far as they come to your Knowledge; and, when any Child dies, you ſhall give immediate Notice thereof in Writing at the Counting-Houſe.

You ſhall take Care that none of the Hoſpital's Property, in your Cuſtody, be waſted, loſt, or embezzled, but ſafely and cleanly kept and accounted for to the Wardrobe-keeper of this Hoſpital.

You ſhall as often as the Nature of your Office, which implies Confinement, will permit you, attend Divine Service at *Chriſt-Church*; and when-

whenever you appear officially in Public, you ſhall wear your blue Livery.

This Charge points out ſome of the principal Duties of your Office, which you are ſtrictly enjoined to perform; and to be at all Times ſo circumſpect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.

The CLERK's CHARGE.

YOUR Charge is to attend in this Hoſpital upon the Affairs thereof, and whatſoever the Governors at their Meetings ſhall agree upon, you ſhall take Care that the ſame ſhall be entered in the Books of this Hoſpital incident to the Matter.

Further, whatſoever at any Court ſhall be agreed on, being requiſite to be kept ſecret, you ſhall not in any wiſe open or diſcloſe to any Perſon or Perſons whomſoever; and to the Intent that all Things in your Office may be readily anſwered, you ſhall keep, or cauſe to be kept, the following Books, and any others which the Court or Committee ſhall think convenient:

A Book in which ſhall be fairly entered all the Proceedings of the General Courts; which, being ſo entered, ſhall be read at the next Court for Confirmation before any other Buſineſs be done.

A Book into which you ſhall enter all Things agreed upon at Committees.

A Regiſter, which ſhall contain the Names and Ages of all the Children admitted into this Hoſpital; the Name of each Child's Father, the Pariſh to which the Child belongs, and the Day and Year upon which he or ſhe was admitted; as alſo the Name of the preſenting Governor, and the Day and Year in which, and the Name

and

and Reſidence of the Parent or Friend by whom any Child ſhall be diſcharged; that it may appear how many are living in the Houſe, or in the Country, and how many are deceaſed or diſcharged: And you are to take Care that no Child be admitted but by virtue of an Order of Court.

An Apprentice Book; in which ſhall be regiſtered the Name, Profeſſion, or Trade, and Reſidence of every Maſter or Miſtreſs taking an Apprentice from this Houſe, as alſo the Fee or other Allowance given with each Child.

A Book which ſhall contain the Names of the Nurſes in the Country; where they inhabit; how many Children they keep; the Childrens' Names; and what is due and paid to each of the ſaid Nurſes on their Account.

A Book into which you ſhall enter all Views made of any of the Houſes and Lands belonging to this Hoſpital, either in the City or Country, with the Names of the Governors preſent at each View, and their Obſervations and Opinions upon the State of ſuch Houſes and Land.

An Eſtimate Book; in which ſhall be entered by the Surveyor, a particular Account of all the ſubſtantial Repairs neceſſary to be done at or upon any Eſtate belonging to this Hoſpital, for a Leaſe whereof any Perſon ſhall be in Treaty, or which ſhall be advertiſed to be lett on Leaſe, or otherwiſe.

A Book to enter the Will, or the Branch of the Will, of every Perſon who ſhall make any Bequeſt to this Hoſpital.

A Book

A Book wherein the Names of Benefactors, with the Sums by them given, ſhall be entered.

A Book into which you ſhall cauſe the Surveyor from Time to Time to copy all ſuch Plans as he ſhall be employed to make of any Part of the Hoſpital's Eſtates, whether for Leaſes or otherwiſe, unleſs ſuch Plans ſhall have been already copied in the ſame or ſome other Book in your Poſſeſſion.

A Book into which the Surveyor ſhall enter all the Schedules which he ſhall from Time to Time take of the Fixtures upon any Part of the Hoſpital's Eſtates.

A Book in which ſhall be fairly drawn all the Contracts made with the Hoſpital's Tenants, and which ſhall be ſigned by ſuch Tenants.

And a Book in which ſhall be fairly entered the Charges and Orders from Time to Time ſubſiſting for the Guidance and Government of the ſeveral Officers of this Hoſpital in Town and Country.

And alſo ſeparate Books for the following Uſes and Purpoſes: To enter the general Heads of all Leaſes; and of Inſurances of Eſtates from Fire. The Time for, and Amount of, Repairs to be done by Tenants. Notices to quit Houſes or Eſtates. Copies of all Letters of Importance. Numerical Account of Carrooms, their Proprietors and Workers. Alphabetical Account of the ſame. Account of Mathematical Boys placed out, and to whom. Account of Governors' Preſentations at one View, that every Gentle-

man may know the particular Right annexed to each of his Turns. Fair Account of Governors Names and Reſidences. Names of Governors preſent at all Courts. Names of Children admitted from Day to Day, and of the Diſpoſal of ſuch Children in Town or Country. Account of Gifts diſtributed to young Men and Maidens having ſerved their Apprenticeſhip.

You ſhall alſo be eſpecially careful of all Eſtates which have been given to the Governors in Truſt, and ſhall ſee, to the utmoſt of your Power, that ſuch Truſts are fulfilled.

You ſhall employ your beſt Skill and Judgment in framing all the Leaſes granted to, and Agreements made with, the ſeveral Tenants of this Hoſpital.

You ſhall ſee that all Perſons coming to the Counting-Houſe for Information are chearfully anſwered and aſſiſted; and that Petitions are readily granted at proper Times to Perſons properly qualified.

You ſhall keep a vigilant and careful Eye over the general Concerns of the Hoſpital, that it may not ſuffer by Neglect, either in Reputation or Intereſt.

And for the due Obſervance of the Rules reſpecting the Boundaries, which are of very great Importance to the Welfare of the Children, and the Credit of the Hoſpital, it is hereby required of the chief Clerk, to report every Omiſſion of them on the Part of the Steward to the Treaſurer; but himſelf to proceed no further.

You

You ſhall take eſpecial Care that all Applications, left at the Counting-Houſe, or coming otherwiſe to your Hand, which ſhall be addreſſed or directed to the Court, the Committee, or the Preſident or Treaſurer of this Houſe, ſhall be forthwith laid before thoſe to whom ſuch Application ſhould be made, and not withheld from their Knowledge by any Perſon, or on any Pretence whatſoever: to which Purpoſe you ſhall be at liberty to open all Letters addreſſed generally to the Governors of this Hoſpital.

And you ſhall acquaint the Preſident and Treaſurer when Courts, and the Treaſurer when Committees or Views are neceſſary, for the Management of the Affairs, the letting of the Eſtates, and the Diſpatch of the various Buſineſs of the Hoſpital.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children of Chriſt's-Hoſpital *by every other Means in your Power.*

The RECEIVER's CHARGE.*

YOUR Charge is to attend in the Counting-Houſe of this Hoſpital every Day, except the uſual Holidays, from Nine of the Clock in the Morning to Three in the Afternoon, at which Time the Tranſaction of public Buſineſs ſhall ceaſe; and you ſhall, during the ſaid Hours of Attendance, be employed in the Affairs and Buſineſs of the Hoſpital, and particularly in the receiving and paying of Money, which you ſhall not only receive and pay duly, but from Time to Time give the Treaſurer an Account thereof; and every *Saturday* you ſhall truly deliver to the Treaſurer all the Money which ſhall be in your Hands, except ſo much as ſhall be neceſſary to pay poſitive Demands and current Expences, which may remain in your Hands by the Appointment of the Treaſurer: And, relative to this Part of your Charge, you ſhall keep the following Books:

A Caſh Book; in which you ſhall enter what you receive and pay from Day to Day; and once in every Week you ſhall enter and make up an Account thereof in a fair Book, and produce the ſame to the Treaſurer; and you ſhall lay the ſame fair Caſh Book before the Committee of Almoners every Time of their Meeting within this Hoſpital.

Ledgers; in which Accounts ſhall be opened of all the Hoſpital's Eſtates, Revenues, Truſts, and Out-goings; to which Accounts all the Articles in your fair Caſh Book ſhall be carried; in order that a general Account of Receipts and Payments may be drawn once a Year; or oftener, if the Court or Committee ſhall think proper; that the State of the Hoſpital's Finances may be known at any Time with as much Preciſion as poſſible.

An Acquittance Book; in which you ſhall take Receipts and Diſcharges for all Sums of Money paid by you on Account of this Hoſpital, except ſuch ſmall Sums as ſhall be more properly entered in

A Petty Caſh Book; which ſhall be kept for the Purpoſe of entering Poſtage of Letters, Porterage, Newſpapers, and ſuch like Articles; and they may be brought to Account once a Year, or oftener, by the Direction of the Treaſurer.

An Arrear Book; in which ſhall be drawn out, half yearly, an Account of all ſuch Sums of Money as ſhall be due to the Hoſpital for Rents, Annuities, Intereſt of Money, *&c.* and when you iſſue any Receipts under your Hand for any of the aforeſaid Sums of Money to the Collector, you ſhall cauſe him to give ſome Acknowledgment in the ſame Book, that it may be from Time to Time at once ſeen and underſtood what Receipts of yours remain in his Hands.

And a Memorandum Book; in which you ſhall enter all Matters proper to be laid before the

the Court or Committee, and communicate the ſame to the chief Clerk of this Hoſpital, who is required to acquaint the Preſident or Treaſurer therewith, in order that Courts and Committees may be called in due Time for the Conſideration and Diſpatch of ſuch Matters.

And you ſhall keep a diſtinct Account from Time to Time of all Houſes belonging to this Hoſpital which ſhall be empty; of Eſtates which ſhall be untenanted; and of Leaſes which ſhall be within three Years of their Expiration; and lay the ſame before the Committee every Time they meet.

And whereas the Treaſurer of this Houſe is not to pay for any Manner of Proviſions, Work, or Goods, until the Bills for the ſame have been condeſcended to and ſigned by three Members of the Committee; except it be for Nurſing of Children, ordinary Penſions, Wages, and Fees, Coals, and ſuch Goods as are bought by wholeſale by his Direction; you ſhall take ſpecial Care that the Tradeſmen and Workmen, ſerving this Houſe, and all Perſons making Diſburſements, be warned in Time to deliver their Bills, with Vouchers for Diſburſements, within fourteen Days after every *Lady-Day* and *Michaelmas-Day*; and when ſuch Bills are all delivered, you ſhall acquaint the Treaſurer; that a Committee may be appointed within ſix Weeks after every *Lady-Day* and *Michaelmas-Day* for the Inſpection of the ſame Bills; and you ſhall take Care alſo

that the intended Buſineſs of ſuch Committee be inſerted in each Summons.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform: And it is alſo earneſtly recommended to you to promote the Welfare of the Children of Chriſt's Hoſpital *by every other Means in your Power.*

The

The CHARGE *of the* WARDROBE-KEEPER *and* ASSISTANT-CLERK.

YOUR Charge is carefully to keep an Account of all the Kerſies, Cottons, Linen Cloth, Shoes, Stockings, Caps, *&c.* bought from Time to Time for the Uſe of the poor Children of this Hoſpital; as alſo how the ſaid Commodities are from Time to Time delivered forth, and to whom. And once in a Year, you ſhall make up a perfect Account in Writing, and tender the ſame to the Auditors appointed for the Treaſurer's yearly Account; and your Account ſhall end in the laſt *Saturday* of *July*, or ſooner, if the Governors ſhall think fit.

And when you ſhall not be employed in the Wardrobe, or in procuring Goods for the Uſe of this Houſe, you ſhall conſtantly attend in the Counting-Houſe from Nine o'Clock in the Morning to Three in the Afternoon, uſual Holidays excepted, and ſhall give your utmoſt and beſt Aſſiſtance in conducting and carrying on the various Concerns of the Hoſpital.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined

ed to perform; and it is earneſtly recommend-ed to you to promote the Welfare of the Children of Chriſt's-Hoſpital *by every other Means in your Power.*

The

The COLLECTOR's CHARGE.*

YOU ſhall attend at the Counting-Houſe of this Hoſpital every Morning at Nine o'Clock, uſual public Holidays excepted, and ſhall take the Direction of the Receiver as to your Day's Employment in the Concerns of this Houſe only; and if at any Time thoſe Concerns ſhall not require your immediate Attention, you ſhall be at liberty to tranſact any other Buſineſs; being always careful that the Intereſt of the Hoſpital does not ſuffer in the mean Time.

You ſhall enter an Account, or diſtinguiſh, in a Book to be kept for that Purpoſe, all ſuch Receipts or Diſcharges for Money as ſhall be entruſted to you by the Receiver; and you ſhall account with the Receiver, in the Afternoon or Evening of every Day, for the Money which you ſhall have received; and ſhall produce the Receipts remaining in your Hands to him, if required.

And if any of the Tenants, or other Perſons indebted to this Hoſpital, ſhall be unuſually backward in their Payments, ſo as that the Hoſpital may be likely to ſuſtain any Loſs by them, you ſhall frequently remind the chief Clerk and Receiver of ſuch Perſons, that more than the ordinary Care may be taken concerning them.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children of Chriſt's Hoſpital *by every other Means in your Power.*

ORDERS *for the* GRAMMAR SCHOOL.

THAT the Children belonging to this Hoſpital in the ſaid Grammar School ſhall, ſome Time in the Months of *March* and *September*, yearly, be examined by ſome able Perſon, ſuch as the Governors ſhall nominate and appoint; that ſo they may be ſatisfied what Progreſs the Children make in their Learning.

That the Upper and Under School-Maſters ſhall both enter into the ſaid School immediately after Seven of the Clock in the Morning, from the Firſt of *March* to the Firſt of *November*, and Eight o'Clock from the Firſt of *November* to the Firſt of *March*; and there ſhall attend with all Diligence, informing and inſtructing their Scholars until it be Eleven; and from One in the Afternoon until Five of the Clock during the firſt mentioned Period, and Four o'Clock during the latter.

That neither of the Maſters ſhall abſent himſelf at any Time, unleſs urgent Buſineſs conſtrain him; and when any ſuch Buſineſs ſhall happen, he ſhall requeſt the Attention of the other Maſter to his Scholars.

That either Maſter ſhall, in the Abſence of the other, teach the whole School with all Diligence and Diſcretion; not uſing any other Man-

ner

ner or Form of teaching than the abſent Maſter hath uſed when preſent.

That no Child in the Grammar School ſhall be taught *Latin* until he can read *Engliſh* well, and write indifferently; and every Boy ſhall be taught *Engliſh* grammatically, before, or at the ſame Time, that he is exerciſed in the Rudiments of *Latin*.

That the Holidays to be kept by the Maſters of this School ſhall be for the Spaces, and at the Seaſons following:

At *Eaſter*, Eleven Days, including *Sundays*.

At *Whitſuntide*, One Week.

At *Bartholomew tide*, Three Weeks.

At *Chriſtmas*, Fifteen Days, including *Sundays*: Beſides ſuch other Saints Days and Holidays as have been cuſtomarily kept.

That neither of the Maſters ſhall licenſe any of the Scholars to play upon any other working Days in the Year, except the *Thurſday* after Three of the Clock, and *Saturday* in the Afternoon.

That neither of the Maſters ſhall correct the Scholars of the other, except in his Abſence.

That the Upper Maſter ſhall, twice every Year, make Examination of the Under Maſter's higheſt Form, and ſhall thence take under his Inſtruction ſuch as he ſhall find ready; leaving a ſuitable Number as a Furtherance to ſuch as ſhall come into that Form out of the next or other Forms.

That a Catalogue of the Childrens' Names, according to their Forms in this School, ſhall be hung up, and, both Morning and Afternoon, called over in Preſence of the Maſters; and a Copy thereof delivered at the Counting-Houſe immediately before every Viſitation of the Schools hereafter to be made by the Committee.

That the Boys be always placed in Claſſes or Forms, and advanced according to their Progreſs.

That no Scholar go forth of the School for Relief of Nature, but with the Approbation of one of the Maſters.

To prevent the Diſgrace which might otherwiſe fall upon the Government of this Foundation, the Maſters ſhall daily obſerve the Appearance and Apparel of the Children; ſeeing that they are clean and decent from Head to Feet; and reproving them or their Nurſes for any apparent Neglect: And as often as any of the Children fall under the Obſervation of the Maſters, they ſhall ſee that the Children behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

That the Maſters do not diſmiſs their Scholars until Notice be given by the Ringing of the Bell; and then each Form ſhall move forth without Noiſe, and in an orderly Manner, to prevent Miſchief.

These Orders are intended to point out some of the principal Duties of the Masters of this School, which they are hereby enjoined to perform; and it is also earnestly recommended to them to promote the Welfare of the Children committed to their Care by every other Means in their Power.

The CATECHISER's CHARGE.

YOUR Charge is three Times in every Week, except the Holidays, carefully to inſtruct and teach the poor Children of this Hoſpital in the fundamental Points of the Chriſtian Religion, according to the Catechiſm of the Church of *England*; that is to ſay, on *Thurſday* in the Afternoon from Three of the Clock until Four; on *Friday* after School in the Afternoon; and on *Saturday* from the Hour of Eleven to Twelve.

You ſhall take Care ſo to inſtruct all the ſaid Children, that they may be ready at all Times to give an Account of the ſaid fundamental Points of the Chriſtian Religion without Book, to any who ſhall demand the ſame.

You ſhall frequently viſit the Children when they are in their ſeveral Wards, and ſee that they behave there in a decent and orderly Manner; and, as often as they fall under your Obſervation at other Times, you ſhall take Care that they behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

And you are not only hereby enjoined to perform theſe ſeveral Duties; but it is alſo earneſtly recommended to you to promote the Good of the Children of Chriſt's-Hoſpital *by every other Means in your Power.*

READING MASTER *in* LONDON. *

YOU ſhall take all the Children belonging to any two of the Wards in this Hoſpital into the Grammar School from Eleven to Twelve o'Clock; and, having arranged them in Claſſes, you ſhall exerciſe them, or cauſe them to be exerciſed in your Preſence, in *Engliſh* Reading and Spelling, according to their various Abilities; and this ſhall be done three Times in every Week, except in Holiday-time; ſo that every Child in the twelve Wards may be under your Obſervation once in fourteen Days. Boys who want Capacity will require an extraordinary Degree of your Attention; but if any Boys ſhall be found wilfully negligent, you ſhall take Care that ſuch Boys do attend every reading Day, or three Times a Week, until they have gained the Ground they had loſt, and have made Atonement for their Idleneſs.

You ſhall be at liberty to employ ſome of the Boys who are intended for the Univerſity in the Performance of this Duty, under your own Eye; and they ſhall be ſuch as have moſt Credit with you for Attention and grave Deportment.

You ſhall appoint Boys of the beſt Skill in *Engliſh* Reading, and of the moſt decent Behaviour, to be Markers in the ſeveral Wards; whoſe Duty it ſhall be to attend carefully to the Boy in turn to read the Prayers and other cuſto-

mary Duty in the Ward, and to take Care that ſuch Boy does not commit any Error, without being informed of his Miſtake. They ſhall alſo, once a Week at leaſt, read the Duty in their reſpective Wards, to give the Boys in general an Example of good *Engliſh* Reading; and if ſuch Markers perform their various Duties to your entire Satisfaction, you are requeſted to preſent each of them with a Silver Medal of the Royal Founder, at the Charge of this Houſe; to wear during his Continuance in the Hoſpital, and to take out with him if you ſtill approve his Conduct.

You ſhall give Direction and take ſuch Meaſures that the Children may be conſtantly employed in reading the Bible, or in other religious Duties, after Dinner, and before and after Church on *Sundays* in the Afternoon.

ORDERS *for the* WRITING SCHOOL *in* LONDON.

WHEREAS the Governors of this Hoſpital by an Order of a General Court holden therein the 21ſt of *January*, 1791, have reſolved, that in Future the Boys in the Writing School ſhall be committed to the Care of two Maſters, the Number conſtantly therein rendering it extremely laborious for one Maſter to qualify all thoſe Boys in this moſt neceſſary Part of their Education, ſo as to enter into Life with full Benefit to themſelves; and have appointed an additional Maſter in Purſuance of ſuch Reſolution, the ſaid Maſters are hereby reſpectively enjoined to obſerve and enforce the following

Orders for the Government of the WRITING SCHOOL.

That immediately from and after the 25th of *March*, 1791, the Children belonging to this Hoſpital in the ſaid School be committed, one Half of each Claſs to the Care of the preſent Maſter, and the remaining Half of each Claſs to the Care of the other Maſter.

That the two Maſters ſhall enter into the Writing School immediately after Seven of the Clock in the Morning from the Firſt Day of *March* to the Firſt Day of *November*, and Eight o'Clock

o'Clock from the Firſt of *November* to the Firſt of *March*, and there ſhall attend with all Diligence teaching and inſtructing their reſpective Scholars until Eleven; and from One in the Afternoon until five of the Clock during the firſt mentioned Period, and till Four o'Clock during the latter.

That each Maſter ſhall have the Services of one Uſher; and that each Uſher ſhall enter every Morning into the School at or before the ſame Hours, and ſhall continue there during all the School-time, inſtructing the Children committed to their Care to the beſt of their power in Writing and Arithmetic, and aſſiſting them in their ſeveral Performances.

That no Child or Children ſhall be admitted or taken into the Writing School, unleſs he or they can read very well; and then not without an Order from the Committee or Treaſurer, ſigned by the chief Clerk.

That neither of the Maſters ſhall abſent himſelf at any Time unleſs urgent Buſineſs conſtrain him; and when any ſuch Buſineſs ſhall happen, he ſhall requeſt the Attention of the other Maſter to his Scholars; the abſent Maſter being careful to leave his Uſher to aſſiſt the other Maſter in ſuch his Attention.

That either Maſter ſhall in the Abſence of the other teach the whole School with all Diligence and Diſcretion.

That neither of the Maſters ſhall correct the Scholars of the other, except in his Abſence; and

and if any of the Children offend, Correction ſhall be given rather by Shame than Smart; except in Caſes where greater Severity may be neceſſary.

And whereas the Children in the ſaid School have been hitherto limited in their Allowance of Pens and other Neceſſaries, it is ordered, that each Maſter ſhall take ſuch Meaſures as in his Diſcretion he may ſee proper, that each Boy ſhall be ſupplied daily, if neceſſary, with Pens, and each Form with Copies, Rulers, and Plummets; for which Purpoſe he ſhall keep an Account of the Quantity of each which he may have received from the Counting-Houſe, and ſubmit the ſame to the Inſpection of the Treaſurer and Committee at the half-yearly Viſitation of the Schools, and ſhall uſe every Means in his Power to prevent any Waſte of ſuch Neceſſaries, and to puniſh any Child he may detect in ſuch Practices.

That the Performance of each Boy ſhall be ſubmitted to the Inſpection of his Maſter or Uſher daily; and that it be made the Duty of the Uſhers to hear all the Children their Tables as frequently as ſhall be found convenient.

That the ſaid Children ſhall preſent their Books and other Performances to a Committee of Almoners in this Hoſpital whenever required, that the Governors may perceive what Improvement the Children make in the ſaid Writing School, and their Qualifications upon quitting the Hoſpital.

And

And whereas partial Attention to any particular Child or Children is expreſsly contrary to the Spirit of this Inſtitution, the Maſters are expreſsly directed not only to prevent by every Means in their Power any Boy being placed under the Care of either of the Uſhers at an Expence for extraordinary Inſtruction; but they are required to report to the Treaſurer any Child, whoſe Parents may attempt to procure ſuch Indulgence; that the Pleaſure of the Governors may be known whether the Houſe ſhould not be cleared of thoſe Boys, whoſe Parents may not be ſatisfied with the general Care taken of their Children.

That the Maſters report to the Treaſurer either of the Uſhers who may be detected in receiving a Gratuity for extraordinary Attention to any Child or Children, that ſuch Uſher may be immediately diſmiſſed the Service and future Protection of this Houſe.

That a Catalogue of the Childrens' Names according to their Forms in this School under each Maſter be hung up, and ſome proper Means employed both Morning and Afternoon, to aſcertain to the Satisfaction of the ſaid Maſters, that the Children are all preſent; and if any ſhall be abſent they ſhall receive due Correction; and immediately before every Viſitation of the Schools hereafter to be made by the Committee a Copy of the ſame Catalogues ſhall be delivered at the Counting-Houſe.

That the Boys be always placed in Forms or Claſſes, and advanced according to their Progreſs, and no Diſtinction allowed but ſuch as ariſes from their Merit; for which Purpoſe it is directed, that the Cuſtom which has long ſubſiſted of a Selection of one Form for the Maſter's ſpecial Care ſhall be diſcontinued.

That the Maſters and Uſhers take Care that no Child be abſent from the School upon any Call of Nature more than a reaſonable Time.

That the Holidays to be kept by the Maſters of this School ſhall be for the Spaces and at the Seaſons following:

At *Eaſter* Eleven Days including *Sundays*;

At *Whitſuntide*, a Week;

At *Bartholomew-tide* Three Weeks;

At *Chriſtmas* Fifteen Days including *Sundays*: beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

That neither of the Maſters or Uſhers ſhall licenſe any of the ſaid Scholars to play upon any School-day in the Year, except the *Thurſday* after Three of the Clock, and *Saturday* in the Afternoon.

That the Scholars ſhall not be diſmiſſed until Notice be given by the Bell; and that each Form ſhall move forth quietly and in an orderly Manner to prevent Miſchief.

To prevent the Diſgrace which might otherwiſe fall upon the Government of this Foundation, the Maſters ſhall daily obſerve the Appearance and Apparel of the Children, ſeeing that they

they are clean and decent from Head to Feet, and reproving them or their Nurſes for any apparent Neglect; and as often as any of the Children ſhall fall under the Obſervation of the Maſters, they ſhall ſee that they behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

Theſe Orders are intended to point out ſome of the principal Duties of the Maſters of this School, which they are hereby enjoined to perform; and it is alſo earneſtly recommended to them to promote the Welfare of the Children committed to their Care by every other Means in their Power.

ORDERS *for the* MASTER *of the* MATHEMATICAL SCHOOL.

YOU ſhall conſtantly and diligently attend upon the Children of the *Royal*, Mr. *Henry Stone*'s, and Mr. *John Stock*'s Foundations in the ſaid School, from Seven o'Clock in the Morning from the Firſt of *March* to the Firſt of *November*, and Eight o'Clock from the Firſt of *November* to the Firſt of *March*, teaching and inſtructing the ſaid Scholars until it be Eleven; and in the Afternoon on *Tueſdays* from One of the Clock until Five during the firſt mentioned Period, and until Four o'Clock during the latter; and on *Thurſday* Afternoons thoughout the Year until Three o'Clock; or at ſuch other Times as the Governors ſhall think fit to direct and appoint.

And the Children on the ſaid ſeveral Foundations ſhall be by you inſtructed in the various Branches contained in the following Synopſis, and in any other Rule or Branch of the Sciences of Arithmetic, Navigation, or Mathematics, which the Governors by any future Order ſhall think proper to direct you to inſtruct them in.

I. Decimal, ſexageſimal, and logarithmetical Arithmetic, the Extraction of Roots, and firſt Principles of Vulgar Fractions.

II. The uſual Methods of finding the Golden Number, Epact, the Moon's Age, the Time of her Southing, and alſo the Time of High-Water in any Port.

III. The Principles of Geometry in the Conſtruction of ſuch Problems as are uſeful and neceſſary in the following Articles.

IV. Plane and ſpherical Trigonometry in the Reſolution of all the various Caſes of rectangular and oblique angular Triangles.

V. The Uſe of the terreſtrial Globe in finding the Latitudes and Longitudes of Places, their Angle of Poſition, and the Diſtance between them.

Alſo the Uſe of the celeſtial Globe in finding the Latitudes, Longitudes, right Aſcenſions, Declinations, Amplitudes, Azimuths, and Altitudes of the Sun, Moon, or fixed Stars; together with the Times of their riſing, ſetting, and culminating.

VI. Plane ſailing; namely, the working of Traverſes, the Reſolution of all plane-ſailing Queſtions; with their Application to ſailing in Currents and turning to windward.

VII. Mercator's and middle Latitude ſailings, exemplified in the Reſolution of all the uſual Queſtions.

VIII. Projection of the Sphere; and the Application of ſpherical Trigonometry in the Reſolution of ſuch Queſtions in Aſtronomy as are neceſſary in finding the Amplitudes, Azimuths, Altitudes, right Aſcenſions, Declinations, and

angular Diſtances of the Sun, Moon, and fixed Stars.

IX. The Doctrine of Parallaxes; and the Methods of computing their Effects on the Altitudes and angular Diſtances of celeſtial Objects.

X. The Uſe of Inſtruments proper for obſerving the Altitudes, Azimuths, and angular Diſtances of the Sun, Moon, and Stars; ſuch as the Quadrant, and Amplitude, or Azimuth Compaſs; with the Uſe of the Obſervations in finding the Variation of the Compaſs, the Latitude a Ship is in, as well from the meridional Altitudes of the Sun, Moon, and Stars, as by Means of two Altitudes of the Sun and the Time which elapſes between the Obſervations; alſo in finding the Longitude of the Ship by a Time-keeper, and by the obſerved Diſtance of the Moon from the Sun or a fixed Star.

XI. The Uſe of the plane and mercator's Charts.

XII. The Uſe and Application of the preceding Articles in the actual Working of Day's Works, and correcting the dead reckoning by the Obſervations.

You ſhall not admit any Child into your School on either of the Foundations before-mentioned without an Order from the General Court or Committee of Almoners. And whereas ten Boys upon the Royal Mathematical Foundation are in every Year to be qualified in a certain Degree to fit them, in the Opinions of the Maſter and Wardens of the Trinity-Houſe, for Sea Ser-

vice, you ſhall be at liberty to object to any Boy who ſhall offer himſelf for, or be recommended to, the ſaid laſt-mentioned Foundation, or to any Boy who ſhall have been admitted, who is not likely, in your Judgment, to be ſufficiently qualified for the Sea Service by the Age of ſixteen Years.

You ſhall not take any Boy into the Mathematical School upon the *Royal* or Mr. *Stone*'s Foundations, who has not attained a competent Skill in *Engliſh*; and alſo in Writing and Arithmetic, as far as the Rule of Three; for which laſt Purpoſes you ſhall be always at liberty to ſend ten of the backwardeſt Boys upon the Royal Mathematical Foundation to the Writing School.

You ſhall receive the Boys of the firſt Claſs in the Grammar School every *Tueſday* Afternoon, except in the Holiday-time; and ſhall inſtruct them in ſuch Branches of the Mathematics as may be uſeful to them, and enable them the better to purſue their Studies at the Univerſity.

You ſhall keep a Liſt of the Names of all the Children under your Care, which ſhall be called over Morning and Afternoon upon every School Day, in your Preſence; and you ſhall deliver a Copy thereof at the Counting-Houſe immediately before every Viſitation of the Schools hereafter to be made by the Committee.

To prevent the Diſgrace which might otherwiſe fall upon the Government of this Hoſpital, you ſhall daily obſerve the Appearance and Apparel of the Children; ſeeing that they are clean

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and decent from Head to Feet, and reproving them or their Nurſes for any apparent Neglect; and as often as any of the Children fall under your Obſervation, you ſhall ſee that they behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

You ſhall give due Correction to the Boys under your Care.

And when any of your Scholars upon the Royal Foundation ſhall, in your Judgment, be qualified for Sea Service, you ſhall preſent them to a Committee of Almoners, that they may procure their Examination in the uſual Way at the Trinity-Houſe.

You ſhall permit your Scholars to keep Holidays at the Seaſons, and for the Spaces following:

At *Eaſter*, Eleven Days, including *Sundays*;
At *Witſuntide*, a Week;
At *Bartholomew-tide*, Three Weeks;
At *Chriſtmas*, Fifteen Days, including *Sundays*: Beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

You ſhall appoint to ſuch of your Scholars as you ſhall think proper ſome Taſk every Night, to be performed and preſented to you the next Morning; that they, as well as all the other Boys in the Houſe, may be prevented from rambling or being idle, and may employ their Time to the beſt Advantage.

You ſhall take Care to keep and preſerve all ſuch Books, Globes, Maps, and Mathematical

Inſtruments as are or ſhall be thought fit to be uſed in the Inſtruction of the ſaid Scholars, and ſhall be from Time to Time committed to your Cuſtody.

Theſe Orders are intended to point out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.

The DRAWING MASTERS's CHARGE. *

YOU ſhall attend in the Drawing School of this Hoſpital on *Mondays*, *Wedneſdays*, and *Fridays* throughout the Year, uſual Holidays excepted, in the Afternoon from One o'Clock to Five from the Firſt of *March* to the Firſt of *November*; and to Four from the Firſt of *November* to the Firſt of *March*; and you ſhall, during all thoſe Hours, inſtruct the Boys in the Royal Mathematical School, upon the ſeveral Foundations of his Majeſty King *Charles* the Second, *Henry Stone*, Eſquire, and *John Stock*, Eſquire; and alſo ſuch other Boys as ſhall be ſent to you, out of the Grammar or Writing School, by the Committee of Almoners, or the Treaſurer, in the Rudiments, Principles, and Practice of Drawing and Perſpective in their various Branches.

You ſhall endeavour to excite your Scholars to Diligence by Care and Encouragement, or to enforce it by due Correction; and if at any Time it ſhall appear to you that any Boy who ſhall be ſent to your School from the Writing School ſhall not have a Capacity or Genius for Drawing, you ſhall repreſent the ſame to the Treaſurer, that ſuch Child may be more ſuitably employed.

To prevent the Diſgrace which might otherwiſe Fall upon the Government of this Foundation,

tion, you ſhall obſerve the Appearance and Apparel of the Children; ſeeing that they are clean and decent from Head to Feet, and reproving them or their Nurſes for any apparent Neglect; and as often as any of the Children fall under your Obſervation, you ſhall ſee that they behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

You ſhall permit your Scholars to keep Holidays at the Seaſons, and for the Spaces following:

At *Eaſter*, Eleven Days, including *Sundays*;
At *Witſuntide*, One Week;
At *Bartholomew-tide*, Three Weeks;
At *Chriſtmas*, Fifteen Days, including *Sundays*: Beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

You ſhall keep a Liſt of the Names of the Boys in your School, which ſhall be called over, in your Preſence, every School Day, and a Copy thereof ſhall be delivered at the Counting-Houſe immediately before every Viſitation of the Schools hereafter to be made by the Governors.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.

The CHARGE *of the* MASTER *of the* READING SCHOOL *in* LONDON. *

YOU ſhall enter into your School immediately after Seven o'Clock every Morning from the Firſt of *March* to the Firſt of *November*, and Eight o'Clock from the Firſt of *November* to the Firſt of *March*, and attend there until Eleven; and from One in the Afternoon until Five o'Clock, during the firſt mentioned Period; and Four o'Clock during the latter; except *Thurſdays* from Three o'Clock, *Saturdays* in the Afternoon, and the uſual general Holidays.

You ſhall inſtruct ſuch of the Children of this Houſe as ſhall be committed to your Care, in ſpelling and reading *Engliſh*, and in the Knowledge of *Engliſh* Grammar; and bring ſuch of them forward in Writing and the four firſt Rules of Arithmetic, as you may in your Diſcretion think capable of improvement; and ſome Time in the Months of *March* and *September*, when the ſeveral Schools ſhall be viſited or examined by or under the Direction of the Committee of Almoners, you ſhall preſent to the ſame Committee the Names and Ages of ſuch Children as you ſhall think fit and qualified to be removed either to the Grammar or Writing School; that the Governors may hear and examine all or any

of

of the ſaid Children; you ſhall receive ſuch Boys from the Grammar School as ſhall be recommended to you by the Maſter of that School, two Hours every Day, Saturdays excepted; and ſhall inſtruct them until they ſhall be able to write Exerciſes; and on or near every Quarter-Day you ſhall give Notice to the Grammar Maſter to withdraw ſuch Children as can write a legible Hand, that their Places may be ſupplied by others who cannot write.

You ſhall take Care that none of the Boys abſent themſelves from School without ſpecial Cauſe; and when any are permitted to go out of Neceſſity, you ſhall employ ſuch Means as you ſhall think beſt, to know that they return in due Time.

You ſhall permit the Children in your School to keep Holidays at the Seaſons, and for the Spaces following:

At *Eaſter*, Eleven Days, including *Sundays*;
At *Whitſuntide*, a Week;
At *Bartholomew-tide*, Three Weeks;
At *Chriſtmas*, Fifteen Days, including *Sundays*: Beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

The Boys under your Care ſhall be arranged in Forms or Claſſes, and advanced according to their Progreſs.

To prevent the Diſgrace which might otherwiſe fall upon the Government of this Foundation, you ſhall daily obſerve the Appearance and Apparel of the Children; ſeeing that they

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are clean and decent from Head to Feet; and reproving them or their Nurſes for any apparent Neglect; and as often as any of the Children fall under your Obſervation, you ſhall ſee that they behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

You ſhall keep a Liſt of the Names of all the Children under your Care, which ſhall be called over Morning and Afternoon, in your Preſence; and you ſhall deliver a Copy thereof at the Counting-Houſe immediately before every Viſitation of the Schools hereafter to be made by the Committee.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.

The MUSIC MASTER's CHARGE.

YOU ſhall attend in your School from One to Three of the Clock in the Afternoon every *Tueſday* and *Saturday*, and at the Hall on *Sundays* during the public Supping of the Children there; and obſerve all ſuch Orders for the better Management of your School as you ſhall from Time to Time receive from the Governors of this Houſe.

And you ſhall keep a Liſt of the Names of all the Boys under your Inſtruction, and ſhall deliver a Copy of ſuch Liſt at the Counting-Houſe immediately before every Viſitation of the Schools hereafter to be made by the Committee.

The STEWARD's CHARGE.

YOU ſhall diligently and conſtantly attend the Children of this Hoſpital at Breakfaſt, Dinner, and Supper; and you may not direct them to eat their Meals in their Wards without expreſs Permiſſion of the Treaſurer. You ſhall cauſe the Bell to be rung at the ſeveral Hours, and for the ſeveral Purpoſes herein after particularly mentioned and ſet forth; and ſee that the Boys come into the Hall to Breakfaſt, waſhed, thoroughly cleaned, and with their Hair combed out, to go thence to their ſeveral Schools.

You ſhall take ſpecial Care that none of the Children wear any Clothes, but ſuch as are provided for and given to them by the Hoſpital; except thoſe which they are furniſhed with by the Cuſtom of the Houſe at their firſt coming, at the Charge of their Parents or Friends, *viz.* one Pair of Shoes, one Pair of Stockings, one Shirt, and a Pair of Breeches.

You ſhall, upon every *Sunday*, Forenoon and Afternoon, and on every Saint's Day and Public Day, go with the Children to *Chriſt-Church*, to preſerve Order among them in going and coming from thence, and to ſee that they behave there decently and reverently; and you ſhall take Care that the ſaid Children, at all other Times, behave with good Manners, and

carry themſelves reſpectfully to all Perſons whomſoever.

You ſhall employ every Means in your Power to prevent the Boys going beyond the Boundaries of this Hoſpital without Leave; and to the End that any who ſhall preſume to do ſo may be detected, you ſhall *frequently, agreeable to former good Practice,* cauſe all the Children to be called together into the *Hall,* not only on Holidays, but in the Hours after ſchool, at your diſcretion; eſpecially on *Saturdays* and *Thurſdays* in the Afternoon, and in the Evening after Supper in the Summer Seaſon, and then with the greateſt Uncertainty of the Time, and even twice in the ſame Day, if you ſhall ſee Occaſion. You ſhall then count the Children according to their ſeveral Wards; and if any Boy ſhall be abſent, without proper Leave, you ſhall invariably give him due Correction.

Any Boy eloping from the Hoſpital a whole Day, or a conſiderable Part of a Day, ſhall receive your public Correction in the Hall, as a Warning to the Reſt: and further, for every ſuch Elopement he ſhall be confined cloſely within his Ward on the next Holiday, on which you may chuſe to give a general Leave to the Children to viſit their Friends.

The ſame Rule ſhall you obſerve with the Boys who ſhall be reported to you by the Nurſe of the Sick Ward as having eloped from thence, when they ſhall be returned to you in Health. You ſhall take frequent Notice whether ſhe calls over

her Children, as is preſcribed in her Charge; and upon every Neglect of this Part of her Duty you ſhall give Information of the ſame to the Treaſurer.

Any Boy, who has Leave of Abſence, coming home too late in the Evening, his Nurſe is enjoined to deliver his Name to you: in failure hereof you ſhall report her to the Treaſurer.

And whereas the Nurſes, by their ancient and preſent Charges, were and are enjoined to acquaint you when any Child ſhall abſent himſelf one whole Day or Night from this Hoſpital, to the End that the Houſe may be cleared of Children who give ſuch ill Examples; you are hereby ſtrictly enjoined, when any Child ſhall commit ſuch Offence more than once, to leave an Account of his Miſbehavour, in Writing, at the Counting-Houſe; that the ſame may be laid before a Committee of Almoners: And when any Child ſhall ſo abſent himſelf, and it ſhall come to your Knowledge that he has loſt, deſtroyed, altered, or put off the Hoſpital's Clothes, you ſhall not receive him into the Care of this Houſe, nor ſhall he be received without the expreſs Direction of a Committee of Almoners.

And for the due Obſervance of the Rules reſpecting the Boundaries, which are of very great Importance to the Welfare of the Children, and the Credit of the Hoſpital, it is hereby required of the chief Clerk, to report every Omiſſion of them on the Part of the Steward to the Treaſurer; but himſelf to proceed no further.

You ſhall countenance and ſupport the ſeveral Nurſes, the Porter, and the four Beadles, to the utmoſt of your Power, in the Diſcharge of their ſeveral Duties.

You ſhall, in your own Perſon, duly attend to receive all the Bread, Meat, Beer, Butter, Cheeſe, Milk, Salt, Soap, Candles, Oatmeal, Coals, Fuel, and all other Proviſions and Neceſſaries which ſhall be brought in and delivered for the Uſe of this Hoſpital, and carefully examine and ſign the ſeveral Tradeſmens' and other Bills for the ſame; and take ſpecial Care that the Houſe be not impoſed on therein, either in Quality, Meaſure, or Weight: And ſhall daily enter, in a Book to be kept for that Purpoſe, the coming in of all Proviſions and Neceſſaries, and the delivering forth thereof; and ſhall weekly make up an Account thereof, and of what is remaining at the Week's End for the Uſe of the Children; that it may appear, to the Auditors of the yearly Account, what Proviſions and Neceſſaries have been received and delivered forth by you for the whole Year.

You ſhall diligently, and to the utmoſt of your Power, conſider and foreſee what Proviſions are neceſſary for the Children of this Hoſpital; and in due Time give the Treaſurer and Almoners Notice thereof, that the ſame may be bought at the proper Seaſon; and you ſhall ſee that all the ſame Proviſions be properly dreſſed and prepared, and equally d ſtributed to the Children, when they come to Table in the Hall.

You

You ſhall, on the firſt Day of every Month, bring in a Bill of all ſuch Proviſions and Neceſſaries as you ſhall yourſelf occaſionally provide for the Uſe of the Houſe, to be examined and ſigned by three of the Committee of Almoners; and which ſhall not be paid until ſo examined and ſigned.

You ſhall keep ſecret all the Buſineſs of your own Office, and not interfere with any other Man's Office; but if you ſhall ſee any other Perſon whomſoever do any Prejudice to the Houſe, you ſhall make the Committee of Almoners acquainted therewith, and meddle no further therein.

The Bell to be rung on School Days.

From the Firſt of *March* to the Firſt of *November*.

MORNINGS.

6. To riſe and breakfaſt in the Hall.
7. To go to School.
11. To come out of School.
12. To dine.

AFTERNOONS.

1. To go to School.
5. To come out of School.
6. To ſup.
8. To Bed.

From the Firſt of *November* to the Firſt of *March*.

MORNINGS.

7. To riſe and Breakfaſt in the Hall.
8. To go to School.
11. To come out of School.
12. To dine.

AFTERNOONS.

1. To go to School.
4. To come out of School.
5. To ſup.
7. To Bed.
3. To come out of School on *Thurſday*.
No School on *Saturday* throughout the Year.

The

The Bell to be rung on *Sundays* and Holidays.

From the Firſt of *March* to the Firſt of *November*.

MORNINGS.

7. To riſe and breakfaſt in the Hall.
11. Or after Church, firſt Bell.
12. To dine.

AFTERNOONS.

5. Firſt Bell.
6. To ſup.
8. To Bed.

From the Firſt of *November* to the Firſt of *March*.

MORNINGS.

8. To riſe and breakfaſt in the Hall.
11. Or after Church, firſt Bell.
12. To dine.

AFTERNOONS.

4. Firſt Bell.
5. To ſup. *
7. To Bed.

* *Except on Sunday Evenings* during the *Public Supping*; when this Bell is to be rung a Quarter before Six o'Clock.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; and to be at all Times ſo circumſpect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.

The MATRON's CHARGE.

YOUR Office is an Office of great Truſt, for to you is committed the Government and Overſight of all the Nurſes and Children in this Hoſpital; and alſo to you is given Authority to command, reprove, and rebuke them, or any of them; and if any ſhall diſobey you, you ſhall from Time to Time make ſuch Perſons known unto the Almoners and Governors of this Houſe, that they may take Order with them, as they in their Wiſdom ſhall think fit.

Your Charge is alſo to ſee that the Waſhing Women do their Duties in clean and ſweet waſhing of the Sheets, Shirts, and all other Clothes belonging to the Children; and you ſhall from Time to Time give ſuch Direction to the Perſon who employs them, that the Linen and Clothes ſent by one Nurſe may not be delivered to another, or careleſsly torn or waſted.

You ſhall ſee that the Nurſes go clean and handſomely in their Apparel; that they be always well employed; and that they keep the Children, committed to their Charge, ſweet and clean in their Perſons, and neat and decent in their Apparel; and that they have a conſtant careful Eye upon their Behaviour when in the Wards or Hall; and you ſhall not be abſent from the Hall when the Children are at Dinner

or Supper, without Leave of the Committee, or of the Treaſurer for ſpecial Cauſe.

You ſhall ſee that the Nurſes bring their Children every Day, at the Times appointed, to Prayers in the Hall; at all which Times you ſhall ſee that they wear no other Apparel than what is provided for them by the Hoſpital; except ſuch as they are furniſhed with by their Parents or Friends on their Admiſſion, *viz.* One Pair of Shoes, one Pair of Stockings, one Shirt, and a Pair of Breeches.

You ſhall alſo, once in every Month, examine the Childrens' Beds, with all Things to them belonging, and all other Things expreſſed and ſet down in an Inventory which ſhall be delivered unto you; and if any Goods whatſoever ſhall be purloined, embezzled, ſpoiled, or otherwiſe conſumed, you ſhall forthwith make it known to the Committee of Almoners of this Hoſpital for the Time being, that they may take Order therein.

You ſhall alſo ſee that none of the Nurſes take any Children into their Wards, but ſuch as ſhall be admitted by the Court or Committee.

Further, you ſhall ſee that the Nurſes keep the Hall and Wards ſweet and clean.

You ſhall at leaſt once in a Week, between Nine and Ten o'Clock, go into every Ward to ſee that the Children are covered in their Beds, to prevent their taking Cold.

Further, you ſhall ſee the Beef, Mutton, Veal, and Pork, which ſhall be from Time to Time

bought

bought for the Uſe of this Hoſpital, weighed; and alſo that they, as well as the Bread and Beer, be ſweet, good, and wholeſome: And at the Ringing of the Bell for Dinner, daily, you ſhall be preſent in the Kitchen to ſee that the Meat be properly and ſufficiently dreſſed; that the other Articles of the Childrens' Diet are well and cleanly prepared; and to prevent or ſuppreſs any Confuſion or Diſorder which might otherwiſe ariſe in the Delivery thereof to the Nurſes: And, this being done, you ſhall go into the Hall and ſee, to the utmoſt of your Power, that the Childrens' Diet be ſuitably portioned; and ſhall employ your Authority in preſerving good Order among them.

You ſhall every Lord's-Day, Forenoon and Afternoon, repair to *Chriſt-Church*, except in Caſe of Sickneſs, and ſee that the Nurſes come with their Children thither; and you ſhall be preſent in the Gallery to ſee that the Children are orderly during Divine Service; and you ſhall uſe your utmoſt Endeavours that the ſaid Children, at all other Times, behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

You ſhall take Care that the Court Room be made clean.

And you ſhall conſtantly aſſiſt the Wardrobe-keeper on every Quarter-Day to help to deliver the Apparel to the poor Children in the Houſe, Town, or Country; as alſo in cutting out all Manner of Linen whatſoever.

This

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; and to be at all Times ſo circumſpect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.

The NURSES CHARGE.

YOUR Charge is, that you faithfully ſerve this Hoſpital as one of the Nurſes therein, and obey ſuch Orders as ſhall from Time to Time be given you by the Steward or Matron of this Houſe.

That you avoid all Railing, Scolding, and Immorality; and behave kindly towards the poor Children committed to your Care.

That you take Care that there be no playing at Cards, Dice, or any unlawful Games or Plays whatſoever, by the Children in your Ward; that all the Children in your Ward be cleaned and waſhed before they go to Bed; and that they do not go out of their Ward after Eight of the Clock in the Evening from the Firſt of *March* to the Firſt of *November*, nor after Seven from the Firſt of *November* to the Firſt of *March*. In your Ward, in the Abſence of the Steward and Matron, you are to have the ſole Direction and Management of your Children: You ſhall, therefore, for their Good, and your own Credit and Quiet, take Care that they behave with good Manners, and carry themſelves reſpectfully towards you and all other Perſons.

That

That every Night two Chapters in the Bible be read, and a Pſalm ſung, in your Ward; and, after ſaying their Prayers, that the Children go to Bed by Seven o'Clock from the Firſt of *November* to the Firſt of *March*, and by Eight o'Clock from the Firſt of *March* to the Firſt of *November*.

That you comb the Head of every Boy in your Ward thoroughly, at leaſt three Times in every Week in Summer, and twice in every Week in Winter-time; and that you ſee that all the Childrens' Feet be waſhed once in every Month, at the leaſt, and their Necks once in ſeven Days; at which Times you ſhall carefully inſpect if any of them have the Itch; and, if you have a Doubt about the Clearneſs of any Boy, you ſhall immediately preſent him to the Apothecary of this Houſe for his Direction.

That the Childrens' Diet be by you equally diſtributed among them; and if the Proviſions be not ſweet and wholeſome, that you acquaint the Steward thereof; and you ſhall not provide Rolls, Butter, or any other Kind of Diet for any of the Children; but ſhall deliver to them ſuch only as ſhall be from Time to Time ſupplied by the Munificence of this Houſe.

That the Children in your Ward go into the Hall to Prayers at the Ringing of the Hall Bell to Breakfaſt, Dinner, and Supper; and if any Child of your Ward be abſent from the Hall, that you give immediate Notice thereof to the Steward.

That

That if any Child be abſent one whole Day, or lie out of his Ward one Night, you ſhall forthwith acquaint the Steward thereof; that the Child may be otherwiſe provided for by his Parents, and the Houſe cleared of the Children who give ſuch ill Examples.

If any Boy, who has Leave to viſit his Friends, ſhall come home too late in the Evening, you are enjoined to deliver his Name to the Steward. In failure hereof he is directed to report you to the Treaſurer.

You are ordered to receive and keep cloſely within your Ward, at the Time of a general Leave, ſuch Boys as the Steward ſhall deliver to you to be confined, as a puniſhment for having eloped. The Steward has in Charge to report to the Treaſurer every Omiſſion in this Reſpect: and every ſuch Omiſſion will be conſidered as a Breach of a material Part of your Duty.

That you clean and keep ſweet the Great Hall and your Ward.

That you are not abſent from the Hall without Leave of the Steward, nor from the Houſe without Leave of the Treaſurer; and that you do not harbour any Manner of Perſon whomſoever in your Ward.

That before you go to Bed you ſee that the Children in your Ward be covered to prevent their taking Cold; and that the Candles be put out, and the Fire extinguiſhed.

That

That you employ no more than four Boys at one Time to waſh your Ward, and give Notice to the Maſter under whoſe immediate Care they are, of the Boys you ſo employ; and ſee that they do the Work with their Shoes and Stockings on, to prevent their taking Cold.

That you cauſe one of the Children in the Grammar or Writing School to keep a Ward Book of all the Childrens' Names, and of the Time of any Child's being admitted, diſcharged, or dead.

That all the Beds, with all the Furniture belonging to them, and the Childrens' Wearing-Apparel, both for Holidays and Working-Days, with other Neceſſaries to them belonging, be not waſted, loſt, or embezzled; but kept ſafe and clean, to the utmoſt of your Power, and accounted for to the Wardrobe-keeper of this Hoſpital.

That after all the Children of your Ward are at School, you ſhall employ yourſelf in Sewing and Mending the Childrens' Sheets and Wearing-Apparel, or in other neceſſary Employments, ſuch as the Matron of this Hoſpital ſhall think proper to appoint.

That you wear your Livery every *Sabbath* Day, and conſtantly attend Divine Service therein at *Chriſt-Church* every Morning and Afternoon, unleſs prevented by Illneſs, or aſſigning a juſt Cauſe for your Abſence.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; and to be at all Times ſo circumſpect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care; and you are not to concern yourſelf with any other Perſon's Office, but ſeeing any Thing amiſs, you ſhall acquaint the Treaſurer therewith, and take no further Concern therein.

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The COOK's CHARGE.

YOUR Office is to dreſs the Beef, Mutton, Veal, and Pork, and all other Proviſions which ſhall be delivered to you by the Steward, for the Uſe of the poor Children in this Hoſpital, wholeſomely and cleanly.

You ſhall not receive any Meat of the ſaid Steward but in the Preſence of the Matron, or one of the Almoners of this Houſe; and the Meat which you ſhall ſo receive, you ſhall enter into a Book, and, once every Week, your Book ſhall be conferred with the Steward's, and both ſhall be ſubſcribed and ſigned by the Matron and an Almoner, if any ſhall be preſent.

You ſhall be particularly careful always to keep the Coppers, and all the Veſſels uſed in preparing the Childrens' Diet, perfectly clean.

You ſhall not have any Manner of Fee, Profit, or other Advantage whatſoever, beſides your Wages, and Livery; except the Dripping when the Children have Roaſt Meat.

You ſhall not employ above three Boys to aſſiſt you in the Morning; and they ſhall continue no longer with you than Eight of the Clock at the furtheſt; at which Time they ſhall go to their School; and between the Hours of Ten and Eleven of the Clock you may ſend for one Boy out of the Writing School to aſſiſt you at Dinner, and no more; and the Boys you ſo employ

employ ſhall be taken out of the ſeveral Wards, alternately, that thoſe who ſerve you one Week may not be employed the next, and by that Means be hindred of their Learning: Provided that you have Leave of the School-Maſter before you have any Child in School-time; and alſo acquaint the Nurſes of the Boys you ſhall ſo employ.

This Charge directs you to the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; and you are to ſeek and promote the Comfort of the Children of Chriſt's-Hoſpital *by every other Means in your Power.*

The COBLER's Charge.*

YOU ſhall attend in the Wardrobe of this Hoſpital at all Times when the new Shoes are received for the Uſe of the Children; and when they are delivered to them; aſſiſting in ſuch Delivery in your own Perſon; and you ſhall employ your utmoſt Attention and Judgment in diſcovering, at all ſuch Times, whether the Shoes are ſtrong and well made, and ſuch as they ought to be, agreeable to the Samples ſent from Time to Time by the Maker or Makers, and the Price which ſhall be fixed and agreed upon by ſuch Samples; and if you ſhould find any defective Shoes, you ſhall take Notice thereof to the Wardrobe-keeper.

You ſhall keep a watchful Eye upon the Childrens' Shoes at all proper Seaſons; and if any Child's Shoes want repairing, you ſhall cauſe him to come to your Shop, and ſhall there mend his Shoes, or give him a better Pair in exchange for them; for which Purpoſe you ſhall be furniſhed with the Shoes left off by the Children every Quarter, that you may ſelect ſuch as may be again brought into uſe.

This Charge directs you to the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; and you are to ſeek and promote the Comfort of the Children of Chriſt's-Hoſpital *by every other Means in your Power.*

The PORTER's CHARGE. †

YOU ſhall open the Gates of this Hoſpital by Five of the Clock in the Morning from *Lady-Day* to *Michaelmas*, and at Seven of the Clock from *Michaelmas* to *Lady-Day*.

You ſhall attend diligently and carefully in the Cloyſters and other Parts of this Hoſpital from Day to Day, to prevent the laying down or leaving of any Children; and, being a Peace-Officer, you ſhall take ſpecial Care to clear the Hoſpital of Beggars, Vagrants, Loiterers, and all idle Perſons; and you ſhall likewiſe ſee that the Children do not fight with, or beat one another; that they play not in School-time; and that they behave decently and orderly during their Play Hours; not annoying Paſſengers by Cricket, Trap-ball, Gig-whipping, or other improper Games: For which Purpoſes you ſhall give your chief Attention to the Weſt Cloyſter, the Paſſage to the Sick-ward, and the Stair Caſe leading to the Hall, the Kitchen, and the Sixth, Seventh, and Eighth Wards; and alſo to the Area within the Cloyſters.

You ſhall carefully ſhut all the Gates of this Hoſpital at Five of the Clock in the Evening from *Michaelmas* to *Lady-Day*; and at Eight of the Clock from *Lady-Day* to *Michaelmas*; and the Key of the *Townditch* Gate ſhall be left with the

the third Beadle, and that of the *Long-Walk* Gate with the fourth Beadle, till Ten o'Clock in the Summer, and till Nine o'Clock in the Winter; at which Times the Keys ſhall be delivered to you: And after the ſaid Gates ſhall have been ſo locked up, you ſhall not permit any Paſſage of Strangers through the Hoſpital: but you ſhall attend in your own Perſon upon the Gate next *Grey-Fryers*, for the free Paſſage of the Officers belonging to the Hoſpital, and their Families, about their lawful Occaſions, every Night until Twelve of the Clock; and after that Hour you ſhall not ſuffer any Perſon or Perſons whomſoever to go forth, or come in, except upon very great Emergency.

You ſhall conſtantly ring the laſt Evening Bell about a Quarter before Ten o'Clock, according to very ancient Cuſtom.

You ſhall take Care regularly to wind up the Dial in the Kitchen of this Hoſpital; and you ſhall give Notice to the Steward when it is out of Order.

You ſhall keep the Organ Gallery and Singing School of this Hoſpital clean and free from Duſt, and light the Fire in the ſaid School at proper Seaſons; and being, as Porter, employed in other Buſineſs on *Sunday* Evenings during the Childrens' Duty and Supper-time, you ſhall take Care to provide a proper Perſon or proper Perſons to blow the Organ during the Service.

You ſhall take Care by every proper Means, and to the utmoſt of your Power, to prevent Perſons coming into the Hoſpital, but more eſpecially into the Hall, or near the Hall Gate, on *Sundays* during the Public Suppings, without the Ticket required by Order of the General Court.

You ſhall alſo cleanſe, or cauſe to be cleanſed or cleared, the ſeveral Sluices or Fire-Plugs in and belonging to this Hoſpital; and you ſhall have the Cuſtody of the ſeveral Fire-Engines; and ſhall take Care that they, and all Things uſed with them, be kept in the moſt perfect Repair and Order: And to the End that the Hoſpital may not ſuffer by Fire, and may have immediate Aſſiſtance in Caſe of ſuch Accidents, you ſhall take Care that there be always three Keys to the Door of the Engine-Houſe; one of which ſhall be left in the Counting-Houſe of the Hoſpital, one ſhall remain in your Cuſtody, and the other ſhall be conſtantly hung up in the Room wherein one of the Beadles watches every Night; and you ſhall frequently call the Beadles to your Aſſiſtance in exerciſing the ſaid Engines.

You ſhall alſo take in all the Sea-Coal, Charcoal, and Smallcoal bought for the Uſe of this Hoſpital, and keep an exact Account of what you ſhall receive and deliver, and to whom; and lay the ſame before the Committee of Almoners or Treaſurer every Month; and, at every Year's End, you ſhall make up the whole Account,

and

and leave it in Writing at the Counting-Houſe for the Inſpection of the Governors.

You ſhall viſit the ſeveral Gates to ſee that the Watchers, appointed by the Steward, are attending their Duty; and when the Bell rings for Dinner or Supper, or for Church, you ſhall, with the Aſſiſtance of the Beadles, ſend the Boys immediately into the Hall, and remain at the Hall Gate until they are diſmiſſed.

And alſo you ſhall be ready, at all Times, to do ſuch other neceſſary Things as the Steward, under the Treaſurer, ſhall appoint.

You ſhall take Care that the Counting-Houſe Yard, *Town-ditch*, Cloyſters, and all other Parts of this Hoſpital be kept conſtantly clean; and that all the great Reſervoirs be continually full; that there may be no Want of Water in any Part of this Hoſpital for the Purpoſes of Cleanlineſs, or in Caſe of Accidents by Fire.

Finally, you ſhall aſſiſt the Beadles to the utmoſt of your Power in clearing their ſeveral Diviſions of Loiterers, Beggars, Vagrants, and all other idle Perſons.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Chriſt's-Hoſpital.

The CHARGE *of the* FIRST BEADLE. †

YOUR Charge is (in Turn with the other three Beadles) to watch in this Hoſpital, from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round, declaring the Time every Half-hour, and ſeeing that the Lamps burn till Day-light, or giving Notice of any Defect therein to the Steward the next Day. And every Morning, when you have not watched, you ſhall riſe with the Children of this Houſe, and come abroad; ſeeing that they perform their Morning-Offices, in getting Water, *&c.* without Diſturbance; and attending in the Cloyſters, near the Hall Stair-Caſe, during Prayers and Breakfaſt; that, when Breakfaſt is over, you may be ready to ſee that the Children go orderly to School.

You ſhall open the Counting-Houſe of this Hoſpital every Morning by Seven o'Clock, when you have not watched; ſweeping and clearing the ſame from Duſt in every Part, and lighting the ſeveral Fires when needful, that all Things may be ready when the Clerks attend.

You ſhall alſo daily, and as Occaſion ſhall ſerve, attend in this Hoſpital upon the Treaſurer and Governors, and be ready and willing to execute

cute ſuch Buſineſs as the ſaid Treaſurer and Governors, or any of them, ſhall command you; and to do ſuch other Buſineſs as ſhall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Abſence.

And whereas the Preſervation of good Order amongſt the Children of this Hoſpital very much depends upon your Sobriety, Diligence, and Fidelity; you ſhall, at all convenient Times of the Day, and Evening before the Gates are ſhut, attend in the South, or Wardrobe Cloyſter, the Paſſage from thence to the *Grey Friers*, and the Stair-Caſes to the King's and ſecond Wards, or in one of thoſe Places, giving frequent Attention to the Area within the Cloyſters during the Hours for Play; and having with you at all ſuch Times a ſmall Cane, to prevent Annoyance to Paſſengers by Cricket, Trap-ball, Gig-whipping, or any other improper Game; and to correct Rudeneſs, Profaneneſs, and every other Kind of Irregularity among the Children. And you ſhall take ſpecial Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hoſpital be dropt or left in any Part thereof; and ſhall clear the Hoſpital of all Loiterers, Beggars, Vagrants, and other idle Perſons; that the Children, who are the firſt Objects of the Care of this Houſe, may not contract Diſtempers, or have any ill Examples. You ſhall likewiſe ſee that the Children do not play or loiter about in School-time. And if you are called from this Duty to tranſact

any other Buſineſs, you ſhall give Notice to the Porter, or other Beadles, whoſe Diviſions are neareſt to yours, that they may take Care of your Diviſion in your Abſence.

You ſhall go with the Children to Church conſtantly every *Sunday* and Holiday, unleſs you ſhall be otherwiſe ſpecially appointed, and attend there during Divine Service, to take Care that they behave orderly and reverently; and you ſhall acquaint the Steward if any Child ſhall behave amiſs.

You ſhall take Care, by every proper Means, and to the utmoſt of your Power, to prevent Perſons coming into the Hoſpital, but more eſpecially into the Hall, or near the Hall Gate, on *Sundays*, during the public Suppings, without the Ticket required by Order of the General Court.

And, to the End that the Hoſpital may not ſuffer by Fire, and may have immediate Aſſiſtance in Caſe of ſuch Accidents, you ſhall frequently aſſiſt the Porter and other Beadles in exerciſing the Fire-Engines; and you ſhall not be abſent from the Houſe, after the Gates are ſhut, without ſpecial Cauſe, and ſpecial Licence from the Treaſurer.

You ſhall always wear your blue Livery.

You ſhall readily aſſiſt the Porter, and the other Beadles, to the utmoſt of your Power, in the Diſcharge of the ſeveral Parts of their Duty, and in their ſeveral Diviſions.

And you ſhall obſerve all ſuch Orders relating to your Office as are in force, or ſhall hereafter

after be deviſed, for the Good of this City and Hoſpital.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Chriſt's-Hoſpital.

The CHARGE *of the* SECOND BEADLE. †

YOUR Charge is (in Turn with the other three Beadles) to watch in this Hoſpital, from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round, declaring the Time every Half-hour, and ſeeing that the Lamps burn till Day-light, or giving Notice of any Defect therein to the Steward the next Day. And every Morning, when you have not watched, you ſhall riſe with the Children of this Houſe, and come abroad; ſeeing that they perform their Morning-Offices, in getting Water, *&c.* without Diſturbance, and attending in the Cloyſters, near the Hall Stair-Caſe, during Prayers and Breakfaſt; that, when Breakfaſt is over, you may be ready to ſee that the Children go orderly to School.

You ſhall, in Turn with the third and fourth Beadles, open the Counting-Houſe of this Hoſpital by Seven o'Clock in the Mornings following the firſt Beadle's Watch-Nights; ſweeping and clearing the ſame from Duſt in every Part, and lighting the ſeveral Fires when needful, that all Things may be ready when the Clerks attend.

You ſhall alſo daily, and as Occaſion ſhall ſerve, attend in this Hoſpital upon the Treaſurer and Governors; and be ready and willing to execute ſuch Buſineſs as the ſaid Treaſurer and

Governors, or any of them, ſhall command you; and to do ſuch other Buſineſs as ſhall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Abſence.

And whereas the Preſervation of good Order amongſt the Children of this Hoſpital very much depends upon your Sobriety, Diligence, and Fidelity, you ſhall at all convenient Times of the Day, and Evening before the Gates are ſhut, attend in the *Townditch*, fifteen Stairs, or Stair-Caſe leading to the Third, Fifth, Eighth, Eleventh, and Twelfth Wards, and the North or dead Cloyſter, or in one of thoſe Places; giving frequent Attention to the Area within the Cloyſters during the Hours for Play; and having with you at all ſuch Times a ſmall Cane, to prevent Annoyance to Paſſengers by Cricket, Trap-ball, Gig-whipping, or any other improper Game; and to correct Rudeneſs, Profaneneſs, and every other Kind of Irregularity among the Children. And you ſhall take ſpecial Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hoſpital, be dropt or left in any Part thereof; and ſhall clear the Hoſpital of all Loiterers, Beggars, Vagrants, and other idle Perſons; that the Children, who are the firſt Objects of the Care of this Houſe, may not contract Diſtempers, or have any ill Examples. You ſhall likewiſe ſee that the Children do not play or loiter about in School-time. And if you are called from this Duty to tranſact any other Buſi-

neſs,

neſs, you ſhall give Notice to the Porter, or other Beadles, whoſe Diviſions are neareſt to yours, that they may take Care of your Diviſion in your Abſence.

And whereas there is not any Gate which will wholly require your immediate Attention; you ſhall, twice at the leaſt in every Evening, between the Time of ſhutting the Gates and Eleven o'Clock, viſit the Gate at the End of the Counting-Houſe Yard next *Chriſt-Church*, and ſee if the Perſon employed to take Care of that Gate is upon Duty; and, if it ſhall happen to be abſolutely neceſſary for the Safety of the Houſe, you ſhall take Charge of that Gate, by the Direction of the Steward, or any other reſident Officer in the Steward's Abſence, during ſuch Neceſſity.

You ſhall go with the Children to Church conſtantly every *Sunday* and Holiday, unleſs you ſhall be otherwiſe ſpecially appointed, and attend there during Divine Service; to take Care that they behave orderly and reverently; and you ſhall acquaint the Steward if any Child ſhall behave amiſs.

You ſhall take Care, by every proper Means, and to the utmoſt of your Power, to prevent Perſons coming into the Hoſpital, but more eſpecially into the Hall, or near the Hall-Gate, on *Sundays*, during the public Supping, without the Ticket required by Order of the General Court.

And, to the End that the Hoſpital may not ſuffer by Fire, and may have immediate Aſſiſtance in Caſe of ſuch Accidents, you ſhall fre-

quently aſſiſt the Porter and other Beadles in exerciſing the Fire-Engine; and you ſhall not be abſent from the Houſe, after the Gates are ſhut, without ſpecial Cauſe, and ſpecial Licence from the Treaſurer.

You ſhall always wear your blue Livery.

You ſhall readily aſſiſt the Porter, and the other Beadles, to the utmoſt of your Power, in the diſcharge of the ſeveral Parts of their Duty, and in their ſeveral Diviſions.

And you ſhall obſerve all ſuch Orders relating to your Office as are in force, or ſhall hereafter be deviſed for the Good of this City and Hoſpital.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; being at all Times vigilant for the Safety and well-doing of the Children of Chriſt's-Hoſpital.

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The CHARGE *of the* THIRD BEADLE. †

YOUR Charge is, in Turn with the other three Beadles, to watch in this Hoſpital from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round, declaring the Time every Half-hour, and ſeeing that the Lamps burn till Day-light, or giving Notice of any Defect therein to the Steward the next Day; and every Morning, when you have not watched, you ſhall riſe with the Children of this Houſe, and come abroad; ſeeing that they perform their Morning Offices, in getting Water, *&c.* without Diſturbance; and attending in the Cloyſters near the Hall Stair-Caſe during Prayers and Breakfaſt; that when Breakfaſt is over you may be ready to ſee that the Children go orderly to School.

You ſhall, in Turn with the ſecond and fourth Beadles, open the Counting-Houſe of this Hoſpital by Seven o'Clock in the Mornings following the firſt Beadle's Watch Nights; ſweeping and clearing the ſame from Duſt in every Part, and lighting the ſeveral Fires when needful; that all Things may be ready when the Clerks attend.

You ſhall alſo daily, and as Occaſion ſhall ſerve, attend in this Hoſpital upon the Treaſurer and Governors; and be ready and willing to execute ſuch Buſineſs as the ſaid Treaſurer and Go-

vernors, or any of them, ſhall command you; and to do ſuch other Buſineſs as ſhall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Abſence.

And whereas the Preſervation of good Order amongſt the Children of this Hoſpital very much depends upon your Sobriety, Diligence, and Fidelity; you ſhall, at all convenient Times of the Day, and Evening before the Gates are ſhut, attend in the New Cloyſter under the Writing-School, the Stair-Caſe to that School, the Stair-Caſe to the Ninth and Tenth, or *Bacon*'s Wards, and the Privy Yard, or in one of thoſe Places; giving frequent Attention to the *Towditch* during the Hours for Play; and having with you at all ſuch Times a ſmall Cane, to prevent Annoyance to Paſſengers by Cricket, Trap-ball, Gig-whipping, or any other improper Game; and to correct Rudeneſs, Profaneneſs, and every other Kind of Irregularity among the Children. And you ſhall take ſpecial Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hoſpital be dropt or left in any Part thereof; and ſhall clear the Hoſpital of all Loiterers, Beggars, Vagrants, and other idle Perſons; that the Children, who are the firſt Objects of the Care of this Houſe, may not contract Diſtempers, or have any ill Examples. You ſhall likewiſe ſee that the Children do not play or loiter about in School-Time. And if you are called from this Duty, to tranſact any other Buſineſs, you ſhall

give

give Notice to the Porter, or other Beadles whoſe Diviſions are neareſt to yours, that they may take Care of your Diviſion in your Abſence.

And when the Porter has locked up the Gates leading from *Townditch* to *Little Britain*, you ſhall receive the Keys of thoſe Gates, and keep them for the Purpoſe of giving Paſſage to Officers and other Inhabitants, but not to Strangers, till Ten o'Clock in Summer, and Nine in Winter; at which Times the Gates ſhall be locked up, and the Keys delivered to the Porter of this Houſe.

You ſhall go with the Children to Church conſtantly every *Sunday* and Holiday, unleſs you ſhall be otherwiſe ſpecially appointed; and attend there during Divine Service, to take Care that they behave orderly and reverently; and you ſhall acquaint the Steward if any Child ſhall behave amiſs.

You ſhall take Care by every proper Means, and to the utmoſt of your Power, to prevent Perſons coming into the Hoſpital, but more eſpecially into the Hall, or near the Hall Gate, on *Sundays*, during the public Supping, without the Ticket required by Order of the General Court.

And to the End that the Hoſpital may not ſuffer by Fire, and may have immediate Aſſiſtance in Caſe of ſuch Accidents, you ſhall frequently aſſiſt the Porter and other Beadles in exerciſing the Fire-Engines; and you ſhall not be abſent from the Houſe, after the Gates are

ſhut,

ſhut, without ſpecial Cauſe, and ſpecial Licence from the Treaſurer.

You ſhall always wear your blue Livery.

You ſhall readily aſſiſt the Porter and the other Beadles, to the utmoſt of your Power, in the Diſcharge of the ſeveral Parts of their Duty, and in their ſeveral Diviſions.

And you ſhall obſerve all ſuch Orders relating to your Office as are in force, or ſhall hereafter be deviſed for the Good of this City and Hoſpital.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Chriſt's-Hoſpital.

The

The CHARGE *of the* FOURTH BEADLE.

YOUR Charge is (in Turn with the other three Beadles) to watch in this Hoſpital, from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round, declaring the Time every Half-hour, and ſeeing that the Lamps burn till Day-light, or giving Notice of any Defect therein to the Steward the next Day. And every Morning, when you have not watched, you ſhall riſe with the Children of this Houſe, and come abroad; ſeeing that they perform their Morning-Offices, in getting Water, *&c.* without Diſturbance; and attending in the Cloyſters, near the Hall Stair-Caſe, during Prayers and Breakfaſt; that, when Breakfaſt is over, you may be ready to ſee that the Children go orderly to School.

You ſhall, in Turn with the ſecond and third Beadles, open the Counting-Houſe of this Hoſpital by Seven o'Clock in the Mornings following the firſt Beadle's Watch Nights; ſweeping and clearing the ſame from Duſt in every Part, and lighting the ſeveral Fires when needful, that all Things may be ready when the Clerks attend.

You ſhall alſo daily, and as Occaſion ſhall ſerve, attend in this Hoſpital upon the Treaſurer and

and Governors, and be ready and willing to execute ſuch Buſineſs as the ſaid Treaſurer and Governors, or any of them, ſhall command you; and to do ſuch other Buſineſs as ſhall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Abſence.

And whereas the Preſervation of good Order amongſt the Children of this Hoſpital very much depends upon your Sobriety, Diligence, and Fidelity; you ſhall, at all convenient Times of the Day, and Evening before the Gates are ſhut, attend in the Counting-Houſe Yard, near the Wicket Gate by *Chriſt-Church*, and in the Eaſt or Steward's Cloyſter, or in one of thoſe Places, giving frequent Attention to the Area within the Cloyſters during the Hours for Play; and having with you at all ſuch Times a ſmall Cane, to prevent Annoyance to Paſſengers by Cricket, Trap-ball, Gig-whipping, or any other improper Game; and to correct Rudeneſs, Profaneneſs, and every other Kind of Irregularity among the Children. And you ſhall take ſpecial Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hoſpital be dropt or left in any Part thereof; and ſhall clear the Hoſpital of all Loiterers, Beggars, Vagrants, and other idle Perſons; that the Children, who are the firſt Objects of the Care of this Houſe, may not contract Diſtempers, or have any ill Examples. You ſhall likewiſe ſee that the Children do not play or loiter about in School-time.

And

And if you are called from this Duty to tranſact any other Buſineſs, you ſhall give Notice to the Porter, or other Beadles, whoſe Diviſions are neareſt to yours, that they may take Care of your Diviſion in your Abſence.

And when the Porter has locked up the Long Walk Gate, you ſhall receive the Key thereof, and keep it for the Purpoſe of giving Paſſage to Officers and other Inhabitants, but not to Strangers, till Ten o'Clock in Summer, and Nine in Winter; at which Times the Gate ſhall be locked up, and the Key delivered to the Porter of this Houſe.

You ſhall go with the Children to Church conſtantly every *Sunday* and Holiday, unleſs you ſhall be otherwiſe ſpecially appointed, and attend there during Divine Service, to take Care that they behave orderly and reverently; and you ſhall acquaint the Steward if any Child ſhall behave amiſs.

You ſhall take Care, by every proper Means, and to the utmoſt of your Power, to prevent Perſons coming into the Hoſpital, but more eſpecially into the Hall, or near the Hall Gate, on *Sundays*, during the public Supping, without the Ticket required by Order of the General Court.

And, to the End that the Hoſpital may not ſuffer by Fire, and may have immediate Aſſiſtance in Caſe of ſuch Accidents, you ſhall frequently aſſiſt the Porter and other Beadles in exerciſing the Fire-Engines; and you ſhall not be abſent from the Houſe, after the Gates are ſhut,

without ſpecial Cauſe, and ſpecial Licence from the Treaſurer.

You ſhall always wear your blue Livery.

You ſhall readily aſſiſt the Porter, and the other Beadles, to the utmoſt of your Power, in the Diſcharge of the ſeveral Parts of their Duty, and in their ſeveral Diviſions.

And you ſhall obſerve all ſuch Orders relating to your Office as are in force, or ſhall hereafter be deviſed, for the Good of this City and Hoſpital.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Chriſt's-Hoſpital.

CHARGES AND ORDERS FOR HERTFORD.

The CHARGE *of the* SURGEON *and* APOTHECARY.*

YOUR Charge is from time to time to employ your beſt Judgment and Skill in the Preſervation of the Children belonging to *Chriſt's-Hoſpital*, and to adminiſter ſuch good and proper Medicines in Caſe of Sickneſs or Lameneſs, and ſuch immediate Help in Caſe of Accident as their various Neceſſities ſhall require; and in order that the Knowledge of the Children from time to time wanting your Aſſiſtance, may not be withheld from you, you ſhall be regularly informed by the Nurſe of the Infirmary; to which Place Notice is to be conſtantly ſent by the ſe-

veral Maſters and Miſtreſſes, of the Children abſent from School on Account of Sickneſs or Lameneſs.

You ſhall have full Power to order any of the Children to or from the Infirmary, as you ſhall think proper.

You ſhall likewiſe give your beſt Advice to any of the Maſters or Miſtreſſes, and their immediate Families and Servants; and to the ſeveral Nurſes, and one Child or Servant conſtantly reſiding with each; and ſhall furniſh all or any or either of them with good and proper Medicines and Help, when any of their Caſes or Situations ſhall require the ſame.

You ſhall not make or cauſe to be made any Bill or Charge to the Hoſpital for any Drugs or Medicines, or for any other Article in the way of your Profeſſion, unleſs it be for Truſſes for ruptured Children, or ſuch like ſpecial Aſſiſtance, for the perpetual Help of any unfortunate Child under your Care.

And whereas by an Article in the Regulations for the Admiſſion of Children into the Hoſpital, ſuch as are afflicted with Diſtempers, Diſeaſes, or Infirmities, which ſhall be judged infectious or incurable, are deemed improper Objects of the Care of this Houſe; if any ſuch Child, after Admiſſion, ſhall come under your Care, or within your Knowledge, you ſhall forthwith repreſent the Caſe of ſuch Child to a Committee of Almoners.

You

You ſhall ſee that all the Apartments in the Infirmary be kept clean and well aired, and that the Beds be neat and comfortable; and ſhall direct the Nurſe to provide proper Suſtenance and Neceſſaries for the Children committed to her Care; for which Purpoſe ſhe has the uſual weekly Allowance for each Child, excluſive of her Salary.

And if at any Time further Aſſiſtance ſhall be wanting at the ſaid Infirmary, on Account of the great Number of ſick Children, or the particular Caſe of any ſick or diſeaſed Child, you ſhall immediately repreſent the Neceſſity of ſuch further Aſſiſtance to the Treaſurer, in Writing, who is empowered to give ſuch Relief at his Diſcretion.

And laſtly, if from the Appearance of the Children of any particular Nurſe you have Reaſon to believe that their Diet in general is not proper and wholeſome, or, being wholeſome, that they have not a ſufficient Quantity thereof, you ſhall admoniſh ſuch Nurſe, and give her your beſt Advice and Direction for her better Government in future.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children of Chriſt's Hoſpital *by every other Means in your Power.*

NURSE *of the* INFIRMARY.*

THE Governors have repoſed greater Confidence in you than in any of their other Nurſes at *Hertford*; inaſmuch as they have committed to your Care their ſick and otherwiſe helpleſs Children; and you are, therefore, hereby admoniſhed, that much Vigilance and Diſcretion, and an equal Degree of Tenderneſs, muſt neceſſarily be exerted in the Diſcharge of the Duties of your Office.

And whereas the ſeveral School-Maſters and Miſtreſſes are deſired by their Charges to ſend Notice to the Infirmary of any Child abſent from School on Account of Sickneſs or Lameneſs; when any ſuch Notice ſhall be left, you ſhall immediately carry the ſame, or cauſe it to be carried by a ſafe Hand, to the Surgeon and Apothecary appointed by the Governors; unleſs there ſhall be any Child under his Care in the Infirmary; in which Caſe you may wait his coming to give the ſaid Notice.

You ſhall receive all ſuch Children of this Hoſpital as ſhall be ſent to the Infirmary from time to time by the Surgeon and Apothecary, and alſo ſuch as ſhall be ſent from *London* by Order of the Treaſurer; and give them your beſt Aſſiſtance; regularly adminiſtering all ſuch Medicines and Help as ſhall be ordered or delivered for their Benefit.

You ſhall provide for them ſuch mild and proper Diet as ſhall be recommended or directed by the Surgeon and Apothecary; having the uſual weekly Allowance with each Child for that Purpoſe; and you ſhall chearfully ſubmit to all ſuch other Directions as you ſhall from time to time receive from him, concerning the Children under your Care.

You ſhall comb the Heads of ſuch of the Children as can ſit up and bear it, at leaſt three Times in a Week; and be very careful to keep them all perfectly clean and comfortable; to which End you ſhall be particularly attentive to the Beds and Bed-Furniture, that every Part thereof may be frequently aired, and kept continually ſweet and clean.

You ſhall not lodge or entertain any Perſon except the Childten of the Hoſpital, and occaſionally one Servant to aſſiſt you in the Care of them.

And as often as the Nature of your Office, which implies Confinement, will permit, you ſhall attend Divine Service at the Pariſh Church, being at all Times regular in your Behaviour and decent in your Appearance; to the good Example of the other Nurſes and the Children, and the Credit of the Hoſpital.

You ſhall not be abſent from the Infirmary, which is to be your conſtant Dwelling, a ſingle Day or Night, without Permiſſion of the Treaſurer, and the Concurrence of the Surgeon and Apothecary.

This Charge points out some of the principal Duties of your Office, which you are strictly enjoined to perform; and to be at all Times so circumspect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.

ORDERS

ORDERS *for the* MASTER *of the* READING *and* WRITING SCHOOL.*

YOU ſhall enter into the School immediately after Seven o'Clock in the Morning in Summer, and Eight o'Clock in Winter, and attend there until Eleven; and from One in the Afternoon until Five o'Clock in Summer, and Four in Winter; and your Aſſiſtants or Uſhers ſhall attend during all the ſame Hours, and at ſuch other Times as you ſhall think proper to direct.

And whereas an excellent Form of Prayer was anciently appointed by the Right Reverend Father in God, *Henry Compton*, then Lord Biſhop of *London*, for the Uſe of the Children of this Hoſpital, you ſhall cauſe that Part of the ſame Form of Prayer which is ſuited to the Time of Day and the Place, to be read in your School Morning and Evening.

Of the Children committed to your Care, ſuch as are or ſhall be under Nine Years of Age, ſhall be inſtructed in ſpelling and reading *Engliſh*; thoſe between Nine and Eleven Years ſhall be frequently exerciſed in *Engliſh* Reading, and brought forward in Writing; and thoſe above Eleven Years of Age, who can read *Engliſh* well, ſhall be chiefly inſtructed in Writing and Arithmetick; being occaſionally exerciſed in *Engliſh* Reading.

You ſhall receive ſuch Boys from the Grammar School, as ſhall be recommended to you by the Maſter of that School, two Hours every Day, *Saturdays* excepted; and ſhall inſtruct them until they ſhall be able to write Exerciſes; and on or near every Quarter-Day, you ſhall give Notice to the Grammar Maſter to withdraw ſuch Children as can write a legible Hand, that their Places may be ſupplied by others who cannot write.

You ſhall take Care that none of the Children be abſent from School, Forenoon or Afternoon, except on *Thurſdays*, after Three o'Clock, *Saturdays* in the Afternoon, and the uſual general Holidays; and when any Child is permitted to go from School of Neceſſity, you ſhall employ ſome Means, ſuch as you may think beſt, to know that he returns in due Time.

You ſhall permit the Children to keep Holidays at the Seaſons, and for the Spaces following:

At *Eaſter*, Eleven Days, including *Sundays*;
At *Whitſuntide*, a Week;
At *Bartholomew-tide*, Three Weeks;
At *Chriſtmas*, Fifteen Days, including *Sundays*: Beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

You ſhall not permit your Uſhers or Aſſiſtants to correct any of the Children, otherwiſe than by Shame; but if any of them miſbehave in your Abſence, you ſhall give ſuch Correction as you think proper at your Return.

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The Boys under your Care ſhall be arranged in Forms or Claſſes, and advanced according to their Progreſs; and out of the moſt forward Boys, you may chooſe ſome to aſſiſt in the Inſtruction of the younger and more backward Children.

You ſhall daily obſerve the Appearance and Apparel of the Children, and take Care that the Nurſes ſend them to School neat and clean in all reſpects; and they ſhall not be ſent, or go out of the Boundaries of the Hoſpital on any Account, without your Knowledge and Permiſſion.

If any of the Boys under your Care ſhall attain to the Age of Fourteen Years, and ſhall be ſuitably forward in their Learning, you ſhall aſſign them ſome Employment for a Portion of the cuſtomary Holidays and Leiſure-Days, to wean them, by Degrees, from a childiſh Fondneſs for Play, and to prepare them the better for entering into Buſineſs.

You ſhall go with the Children to hear Divine Service at the Pariſh Church every *Sunday* Morning and Afternoon; giving them frequent Caution to behave there orderly and reverently; and you ſhall take all poſſible Care that they behave with good Manners at all other Times, and carry themſelves reſpectfully to all Perſons whomſoever: And if any ſhall not conform in all reſpects to your Inſtruction, they ſhall receive due Correction at your Hand.

You

You ſhall keep a Book, in which you ſhall enter Memorandums of all the Repairs done at the various Buildings belonging to the Hoſpital's ſeveral Nurſeries, and an Account of the Number of Perſons actually employed in doing ſuch Repairs; and you ſhall occaſionally ſee that the Workmen ſo employed do not waſte their Time; that you may be the better enabled to ſign the Tradeſmen's and Workmen's Bills when any ſuch Works have been done.

You ſhall alſo frequently viſit the ſeveral Nurſes Houſes, and inſpect the Bread, Meat, Beer, and other Suſtenance provided for the Children; and take Care that each Child has a ſufficient Allowance; and theſe Viſits are not to be made in Rotation, and to a certain Number of Houſes, but indiſcriminately, and to various Numbers at different Times; that none of the Nurſes may know when to expect you.

And whereas it is againſt the long eſtabliſhed Cuſtom, and expreſs Rule of the Hoſpital, to permit three Children to ſleep in one Bed, you ſhall divide the Children equally amongſt the ſeveral Nurſes, as far as every two of them can be accommodated with a clean, comfortable Bed; and if any of the Nurſes ſhall have a greater Number of ſuch Beds than others, ſuch Nurſes ſhall have the Advantage of an extra Number of Children until thoſe who are found deficient ſhall be better provided.

And when any Child is abſent from School on Account of Illneſs or Lameneſs, you ſhall cauſe

cauſe one of your Uſhers to leave Notice thereof at the Infirmary, for the Surgeon and Apothecary, that he may give Direction concerning, and take proper Care of, ſuch Child.

You ſhall keep an exact Account of the Names and Ages of all the Boys ſent to the Buildings at *Hertford*; the Times of their coming and removal; and how many are with each Nurſe; and alſo the Names of the Girls in the Care of their ſeveral Nurſes: And once in ſix or ſeven Weeks, or oftener, if it ſhall be found neceſſary, you ſhall make, or cauſe to be made, a fair Account of what ſhall be due to each Nurſe for the Board and Care of her ſeveral Children, agreeable to the ſtated weekly Allowance for each Child; and you ſhall regularly tranſmit the ſame to the Counting-Houſe in *London*, that it may be ſpeedily diſcharged.

You ſhall cauſe the Play Grounds to be kept clean and free from Damp and Litter; and give Direction for all neceſſary Repairs to be done to the Tyling and Windows of all the Buildings; and if any material Repair, or any Alteration ſhall be wanting, you ſhall acquaint the Treaſurer by Writing.

And you ſhall not farm any Land, or engage in any other Buſineſs which may leſſen your Attention to the Inſtruction of the Children, or interfere with your Care of them in any Reſpect.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.

ORDERS *for the* MASTER *of the* GRAMMAR SCHOOL.*

YOU ſhall enter into your School immediately after Seven o'Clock every Morning in the Summer, and Eight o'Clock in the Winter, and attend there until Eleven; and from One in the Afternoon until Five o'Clock in Summer, and Four in Winter; except *Thurſdays* from Three o'Clock, *Saturdays* in the Afternoon, and the uſual general Holidays.

And whereas an excellent Form of Prayer was antiently appointed by the Right Reverend Father in God *Henry Compton*, then Lord Biſhop of *London*, for the Uſe of the Children of this Hoſpital, you ſhall cauſe that Part of the ſame Form of Prayer which is ſuited to the Time of Day and the Place, to be read in your School Morning and Evening.

You ſhall receive into your School all ſuch of the Hoſpital Children as ſhall be appointed thereto by the Committee of Almoners, the Governors preſent upon any of the Viſitations, or by the Treaſurer; ſo as that your whole Number does not exceed three-eighth Parts of the Number of Boys at *Hertford*; and ſhall inſtruct and complete the ſame Children in the ſpelling and reading of *Engliſh*, and in the Knowledge of *Engliſh* grammatically. And, when any of them ſhall be ſo completed in *Engliſh*, you ſhall inſtruct them in the Rudiments of the *Latin* Tongue, and ad-

vance

vance them in the Knowledge of that Language, and of the *Greek*, to the utmoſt of your Power during their Continuance under your Care.

You ſhall, from time to time, ſelect about thirty Boys of your School, and ſend them two Hours in every Day, *Saturdays* excepted, to the Writing-School, to be inſtructed until they ſhall be capable to write Exerciſes; and you ſhall, on or near every Quarter-Day, withdraw ſuch as can write a legible Hand, and ſend others, who cannot write, in their Places.

You ſhall take Care that none of the Boys abſent themſelves from School without ſpecial Cauſe; and when any are permitted to go out of Neceſſity, you ſhall employ ſuch Means as you ſhall think beſt to know that they return in due Time.

You ſhall permit the Children to keep Holidays at the Seaſons and for the Spaces following:

At *Eaſter*, Eleven Days, including *Sundays*;

At *Whitſuntide*, a Week;

At *Bartholomew-tide*, Three Weeks;

At *Chriſtmas*, Fifteen Days, including *Sundays*: Beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

The Boys under your Care ſhall be arranged in Forms or Claſſes, and advanced according to their Progreſs; and out of the moſt forward Boys you may, if you think proper, appoint ſome to aſſiſt the younger and more backward.

You ſhall daily obſerve the Appearance and Apparel of the Children, and ſee that the Nurſes ſend them to School neat and clean in all reſpects;

and as often as any of the Boys at *Hertford* ſhall fall under your Obſervation out of School-Hours, you ſhall ſee that they behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

And when any Child is abſent from School on account of Illneſs or Lameneſs, you ſhall ſend his Name to the Infirmary for the Surgeon and Apothecary, that he may give Directions concerning, and take proper Care of, ſuch Child.

And you ſhall not farm any Land, or enter into any other Engagement which may leſſen your Attention to the Inſtruction of the Children, or interfere with your Care of them in any Reſpect.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.

The CATECHISER's CHARGE.*

YOUR Charge is, three Times in a Week, except the Holidays, carefully to inſtruct and teach the poor Children of this Hoſpital at *Hertford*, in the fundamental Points of the Chriſtian Religion, according to the Catechiſm of the Church of *England*; that is to ſay, on *Tueſday*, *Thurſday*, and *Saturday*, from Eleven to Twelve o'Clock.

You ſhall take Care ſo to inſtruct all the ſaid Children, that they may be ready at all Times to give an Account of the ſaid fundamental Points of the Chriſtian Religion without Book, to any who ſhall demand the ſame.

And you ſhall, at all convenient Times, viſit the Children in their ſeveral Houſes, and ſee that they behave there in a decent and orderly Manner; and as often as they fall under your Obſervation at other Times, you ſhall take Care that they behave with good Manners, and carry themſelves reſpectfully to all Perſons whomſoever.

And you are not only hereby enjoined to perform theſe ſeveral Duties; but it is alſo earneſtly recommended to you to promote the Good of the Children of Chriſt's-Hoſpital *by every other Means in your Power.*

NURSES *of the* BOYS.*

WHEREAS you are permitted to reſide in one of the Houſes in the Buildings belonging to *Chriſt*'s-*Hoſpital*, at *Hertford*, for the expreſs Purpoſe of receiving into the ſaid Houſe as many of the Boys of the ſaid Hoſpital as the Governors thereof ſhall think fit to commit to your Care; you are to employ your whole Time in a motherly and kind Attention to the Comfort and Welfare of the ſaid Children: carefully avoiding all Railing, Scolding, and every Kind of Immorality; and not permitting the Children to play at Cards, or any other improper or hurtful Games.

And if at any Time hereafter the Governors ſhall diſapprove of your Conduct as a Nurſe, and ſhall give you Notice to quit the ſaid Houſe, you ſhall do ſo, peaceably and quietly, within three Months after you have received ſuch Notice; that ſo excellent a Work as *Chriſt*'s-*Hoſpital* may not receive any Interruption by your Means.

You ſhall ſubmit to all ſuch Orders as have been, or ſhall from time to time be deviſed by the Governors, and to ſuch Directions as ſhall at any Time be given by the Maſter of the Writing School, for the good Management of the Children committed to your Care.

You ſhall ſee that the Children go to Bed clean waſhed; and that they be not out of their Rooms after Eight at Night from *Lady-Day* to *Michael-*

mas, or after Seven at Night from *Michaelmas* to *Lady-Day*.

You ſhall comb and cleanſe all your Children's Heads three Times every Week in Winter, and oftener in Summer; waſh their Necks once in ſeven Days; and ſee that their Feet be waſhed once in every Month; and at ſuch Times you ſhall carefully inſpect if any of them have the Itch; and, if you have any Doubt about the Clearneſs of any Child, you ſhall preſent him as ſoon as poſſible to the Surgeon and Apothecary for his Direction: And you ſhall keep every Part of the Childrens' Apparel and Bedding whole and clean, that they may go to their reſpective Schools perfectly decent every Day; without any Trouble to their Maſters to remind you of your Duty in that reſpect.

You ſhall provide ſufficient ſweet and wholeſome Diet for the Children, to the Satisfaction of the Writing Maſter and the Surgeon and Apothecary.

You ſhall take Care that all the Children be ſent to School by Seven o'Clock in the Morning in the Summer, and by Eight in the Winter Seaſon; and that no Boy abſent himſelf without Leave of his Maſter; and if you detain any Child on account of Sickneſs, Lameneſs, or Accident, you ſhall give Notice thereof to the proper Maſter of ſuch Child; and ſhall be vigilant that he may be ſeen by the Surgeon and Apothecary as ſoon as poſſible.

You

You ſhall ſee that the Children are covered in their Beds before you go to Reſt, to prevent their taking Cold.

You ſhall, after the Children are gone to Bed, employ yourſelf in mending their Wearing Apparel, or in other neceſſary Employments for their Benefit.

You ſhall conſtantly attend Divine Service with the Boys every *Sunday* at the Pariſh Church, Morning and Afternoon, unleſs prevented by Illneſs, or aſſigning to the Writing Maſter good Cauſe for your Abſence.

You ſhall not lodge or entertain any Child except the ſaid Boys, or any other Perſon, ſave ſuch as may be neceſſary to aſſiſt you in the Care of them.

You ſhall not be abſent from your Houſe a ſingle Day or Night without Permiſſion from the Writing Maſter.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; and to be at all Times ſo circumſpect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care; and you are not to concern yourſelf with any other Perſon's Office; but ſeeing any Thing amiſs, you ſhall acquaint the Writing Maſter therewith, and take no further Concern therein.

The CHARGE *of the* UPPER GIRLS' SCHOOL-MISTRESS.

YOU ſhall be conſtantly in the School from Seven to Eleven in the Morning, and from One to Five in the Afternoon in Summer; and from Eight to Eleven in the Morning, and from One to Four in the Afternoon in the Winter Seaſon; *Thurſdays* from Three o'Clock in the Afternoon, *Saturdays* in the Afternoon, and the uſual Holidays, only excepted.

And whereas an excellent Form of Prayer was antiently appointed by the Right Reverend Father in God, *Henry Compton*, then Lord Biſhop of *London*, for the Uſe of the Children of this Hoſpital, you ſhall cauſe that Part of the ſame Form of Prayer which is ſuited to the Time of Day, and to the Place, to be read in the School every Morning and Evening; and you ſhall attend Divine Service with the Girls on *Sundays* at the Pariſh Church every Morning and Afternoon, unleſs prevented by Illneſs, or having other juſt Cauſe of Abſence.

You ſhall, three Times in every Week, except the Holidays, carefully inſtruct all the Girls in the fundamental Points of the Chriſtian Religion, according to the Catechiſm of the Church of *England*; that is to ſay, on *Tueſday*, *Thurſday*, and *Saturday*, at the Hour which will leaſt interfere with the other Branches of their Learning;

and you ſhall make it your earneſt Endeavour that the Children may be ready, at all Times, to give an Account of the ſaid fundamental Points without Book.

You ſhall, to the beſt of your Power, teach the Girls who ſhall from time to time be under your Care, to read *Engliſh* well; and to work ſo as that they may be able to make up all the Linen worn or uſed by the Children of this Hoſpital in Town and Country; and, with the Aſſiſtance of the Under-Miſtreſs, you ſhall take Care that the ſame Needle-work be continued to be done under the uſual Direction.

You ſhall ſuperintend the whole of the Girls' School, and be accountable for the Conduct of it, as well as for the good Management and Behaviour of the Nurſes; and you ſhall ſee that the Children are properly attended and ſuitably employed at all times; and that the ſaid Nurſes keep them clean, and provide wholeſome Bedding and Proviſion for them; reporting to the Treaſurer of the Hoſpital any Perſon you may deem negligent, or who may have diſregarded your Authority.

And whereas you have an ample Allowance from the Hoſpital for the expreſs Purpoſe of keeping a Servant; you ſhall take ſpecial Care that no Girl be ſent, or on any Pretence permitted to go, out of the Buildings into the Town, or elſewhere, unleſs when they go to Church, or walk for the Air, with yourſelf, the Under Miſtreſs, or their reſpective Nurſes; and you

ſhall

ſhall alſo take Care, to the utmoſt of your Power, that the Children behave with good Manners at all Times, and carry themſelves reſpectfully to all Perſons whomſoever.

And when any Child ſhall be abſent from School on account of Sickneſs or Lameneſs, you ſhall ſend Notice thereof, with the Child's Name, to the Infirmary for the Surgeon and Apothecary, that he may give Directions concerning, and take proper Care of, the ſaid Child.

You ſhall permit all the Girls to keep Holidays at the Seaſons and for the Spaces following:

At *Eaſter*, Eleven Days, including *Sundays*;
At *Whitſuntide*, a Week;
At *Bartholomew-tide*, Three Weeks;
At *Chriſtmas*, Fifteen Days, including *Sundays*:

Beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.

The CHARGE *of the* UNDER GIRLS' SCHOOL-MISTRESS.

YOU ſhall be conſtantly in the School from Seven to Eleven in the Morning, and from One to Five in the Afternoon in Summer; and from Eight to Eleven in the Morning, and from One to Four in the Afternoon, in the Winter Seaſon; *Thurſdays* from Three o'Clock in the Afternoon, *Saturdays* in the Afternoon, and the uſual general Holidays, only excepted.

You ſhall be preſent at Prayers in the School every Morning and Evening, and attend Divine Service with the Girls on *Sunday*s at the Pariſh Church every Morning and Afternoon, unleſs prevented by Illneſs, or having other juſt Cauſe of Abſence, to be aſſigned to the Upper Miſtreſs.

You ſhall, to the beſt of your Power, aſſiſt the Upper-Miſtreſs, in teaching ſuch of the Girls as ſhe ſhall appoint to be under your Care, to read; and to work Plain-work, ſo as to qualify them to make up the Linen for the Children of this Hoſpital in Town and Country.

You ſhall not ſend any of the Children on Errands into the Town; and if you know of any being ſent, or permitted to go, out of the ſaid Buildings, on any Pretence whatſoever, you ſhall immediately acquaint the Upper Miſtreſs thereof; taking Care to the utmoſt of your Power, that the Children behave at all Times with good Manners,

ners, and carry themſelves reſpectfully to all Perſons whomſoever.

And when any Child ſhall be abſent from School on account of Sickneſs or Lameneſs, you ſhall ſend Notice thereof, with the Child's Name, to the Infirmary, for the Surgeon and Apothecary, that he may give Directions concerning, and take proper Care of, the ſaid Child.

This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.

The WRITING MASTER *to the* GIRLS.*

YOU ſhall attend daily in the Girls' School belonging to this Hoſpital from Eleven to Twelve o'Clock, *Saturday* excepted, inſtructing all the Girls who are above Eleven Years of Age in Writing and Arithmetick.

You ſhall, as the Children advance in Arithmetick, furniſh them with the neceſſary Tables, and ſee that they learn them in reaſonable Time.

And if any of the Children ſhall be ſo idle or careleſs, as that you cannot reform them by Admonition or Shame, you ſhall give their Names and an Account of their Negligence, or other Miſbehaviour, to the Upper School-Miſtreſs.

NURSES *of the* GIRLS.

WHEREAS you are permitted to reſide in one of the Houſes in the Buildings belonging to *Chriſt's-Hoſpital*, at *Hertford*, for the expreſs Purpoſe of receiving into the ſaid Houſe as many of the Girls of the ſaid Hoſpital as the Governors thereof ſhall think fit to commit to your Care; you are to employ your whole Time in a motherly and kind Attention to the Comfort and Welfare of the ſaid Children; carefully avoiding all Railing, Scolding, and every Kind of Immorality; and not permitting the Children to play at Cards, or any other improper or hurtful Games.

And if at any Time hereafter the Governors ſhall diſapprove of your Conduct as a Nurſe, and ſhall give you Notice to quit the ſaid Houſe, you ſhall do ſo, peaceably and quietly, within three Months after you have received ſuch Notice; that ſo excellent a Work as *Chriſt's-Hoſpital* may not receive any Interruption by your Means.

You ſhall ſubmit to all ſuch Orders as have been, or ſhall from time to time be deviſed by the Governors, and to ſuch Directions as ſhall at any Time be given you by the Upper Miſtreſs for the good Management of the Children committed to your Care.

You ſhall ſee that the Children go to Bed clean waſhed; and that they be not out of their Rooms after Eight at Night from *Lady-Day* to *Michaelmas*,

mas, or after Seven at Night from *Michaelmas* to *Lady-Day*.

You ſhall comb and cleanſe all your Childrens' Heads three Times every Week in Winter, and oftener in Summer; waſh their Necks once in ſeven Days; and ſee that their Feet be waſhed once in every Month; and at ſuch Times you ſhall carefully inſpect if any of them have the Itch; and, if you have any Doubt about the Clearneſs of any Child, you ſhall preſent her as ſoon as poſſible to the Surgeon and Apothecary for his Direction: And you ſhall keep every Part of the Childrens' Apparel and Bedding whole and clean, that they may go to their School perfectly decent every Day; without any Trouble to the Upper Miſtreſs to remind you of your Duty in that reſpect.

You ſhall provide ſufficient ſweet and wholeſome Diet for the Children, to the Satisfaction of the Upper Miſtreſs and the Surgeon and Apothecary.

You ſhall take Care that all the Children be ſent to School by Seven o'Clock in the Morning in the Summer, and by Eight in the Winter Seaſon; and that no Girl abſent herſelf without Leave of the Upper Miſtreſs; and if you detain any Child on account of Sickneſs, Lameneſs, or Accident, you ſhall give Notice thereof to the Miſtreſs of ſuch Child; and ſhall be vigilant that ſhe may be ſeen by the Surgeon and Apothecary as ſoon as poſſible.

You

You ſhall ſee that the Children are covered in their Beds before you go to Reſt, to prevent their taking Cold.

You ſhall, after the Children are gone to Bed, employ yourſelf in mending their Wearing Apparel, or in other neceſſary Employments for their Benefit.

You ſhall conſtantly attend Divine Service with the Girls every *Sunday* at the Pariſh Church, Morning and Afternoon, unleſs prevented by Illneſs, or aſſigning to the Upper Miſtreſs good Cauſe for your Abſence.

You ſhall not lodge or entertain any Child except the ſaid Girls, or any other Perſon, ſave ſuch as may be neceſſary to aſſiſt you in the Care of them.

You ſhall not be abſent from your Houſe a ſingle Day or Night without Permiſſion from the Upper Miſtreſs.

This Charge points out ſome of the principal Duties of your Office, which you are hereby ſtrictly enjoined to perform; and to be at all Times ſo circumſpect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care: and you are not to concern yourſelf with any other Perſon's Office; but ſeeing any Thing amiſs, you ſhall acquaint the Upper Miſtreſs therewith, and take no further Concern therein.